



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title:** Grounds Maintenance Worker  
**Class Title:** Grounds Maintenance  
**Range:** 2  
**Reports to:** Program Design Coordinator

**FLSA:** Non-Exempt

### Position Requirements:

**Education and Experience:** High school diploma or equivalent; one (1) to three (3) months related grounds maintenance, custodian experience, or demonstrated capability to perform job duties.

**Licenses Required:** None

**Certifications Required:** CPR & First Aid

**Background Investigation Required:** MN Department of Human Services

**Knowledge:** Knowledge of basic grounds maintenance and building maintenance techniques.

**Abilities:** Ability to safely operate hand and power tools and other mechanical equipment. Work independently. Ability to lift 50 pounds and to walk up and down stairs.

**Skills:** Good communication skills, record keeping, ability to read and interpret documents such as safety manuals and instructions.

### Duties and Responsibilities:

Provide custodial and minor maintenance for classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facilities and grounds. Follow health and safety procedures and perform safety inspections and checklists to ensure facility and grounds are hazard free. Walkway snow removal, ice control, and miscellaneous pick-up/delivery and installation activities to support program operations. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers. Must be able to communicate effectively with clients and employees.

Posting Date: July 15<sup>th</sup>, 2019

Starting Salary: \$11.13 – 12.24

Closing Date: Until Filled

Supervisor: C. Parsons

Status: Permanent/PT

Location: Coon Rapids, MN