

**Friendship Baptist Church**  
Sturgis, MS  
2022

**Position: Lawn Maintenance and Miscellaneous Service**

Bids Due by December 12, 2021

**General Purpose:** Maintains planted, landscaped, gravel and paved outdoor areas of church-owned property in a healthy and attractive condition. If there are any questions or a need for repairs, contact “The Chairman of Building and Grounds Committee.”

**Essential Duties/Responsibilities:** The following statement are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.

**Complete a schedule and checklist that accommodates Lawn Maintenance, and is acceptable to the Chairman of the Building and Grounds Committee.** (To be placed in designated area each week)

- Plans and arranged work schedule and established work priorities to accomplish scheduled, assigned work within the parameters assigned by the Chair of the Building and Grounds and to accommodate regular and special services and functions.
- Weekly (End of week – Friday or Saturday) Cut grass and weed eating (April—October) and (November—March as needed)
- Remove grass from sidewalks and concrete areas after mowing with blower and broom if needed.
- Keep plants in pots outside of church building.
- Pressure wash all concrete in front and back of church buildings, twice a year.
- Trim shrubs, hedges and mulch in November.
- Spray insecticides and herbicides as required, especially spray and removal of wasp nest and ant beds arounds the playground areas.
- Spray weed killer in gravel drive and parking areas and around facilities as needed.
- Remove leaves and limbs from grounds as required.
- Remove ground litter from landscaped area prior to cutting grass or weeds.
- Maintains sidewalks and other paved areas clean and attractive for all services
- Notify any major or minor repairs to facilities. Also if there is any damage to church property, giving the names of persons responsible (when possible) to the Chairman of the Building and Grounds.
- Draws to be paid in 12 equal payments on the 10<sup>th</sup> day of each month upon approval from the Building and Grounds Committee.

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### Job Qualifications: Lawn Maintenance and Miscellaneous Knowledge/Skill/Ability

- Basic knowledge of operations and maintenance of and the skill and ability to safely operate riding lawn mowers, push-walk behind mowers; pick-up truck with the utility trailers and weed whips.
- Skill and ability to perform strenuous physical work which involves heavy lifting and handling objects frequently which weigh up to fifty pounds; ability to frequently handle miscellaneous maintenance equipment and grass clippings or debris weighing up to fifty pounds and occasionally pushing riding mowers weighing approximately 450 pounds.
- Required ability to stoop, kneel, crouch, reach, handle, feel, talk, hear voices, equipment engines, approaching traffic, near and far visual acuity, depth perception, and color vision to perform essential functions of the position.
- Basic knowledge of safety precautions.
- The following mental capabilities are needed to perform the essential activities: alertness, precision, problem solving, judgement discrimination, reasoning, initiative, patience, and visual discrimination.
- Minimum age of 18 and a minimum of three months of previous work experience in outdoor grounds maintenance.
- Company is required to provide proof of appropriate insurance. (Ex: Liability, Workers Comp. etc.)

If for any reason you cannot complete a task in a timely manner please notify Wade Howell, Chairman of the Building and Grounds for assistance.

### 2021-2022 Committee Members

- Wade Howell—Chair
- Tommy Coleman
- Travis Coleman
- Josh Crocker
- Dylan Prisock
- Ronnie Massey

Bid: \_\_\_\_\_

Signature: \_\_\_\_\_