



Landscaper/Maintenance

To apply, please email: matthew.feela@cwservices.com

The Landscaper/Maintenance worker is responsible for general building maintenance and grounds keeping with an emphasis on lawn care and lawn chemicals. Other responsibilities include light carpentry, sheetrock patching, painting, and event set-up.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plant, trim, mow, weed, sweep, rake, cultivate, dig, water, shovel or plow snow, remove ice, spread salt and/or sand, and other related functions of a groundskeeper with directions from the supervisor.
- Operate and maintain various types of equipment, including power mowers, saws, edger, and shears.
- Operate light or medium tractors and attachments used to maintain grounds as needed.
- Load and unload furniture and other materials, transport to designated locations, utilizing a variety of equipment as needed.
- Meeting and event set-up.
- Walk entire facility daily, repairing burned out lamps and other maintenance issues and addressing them directly or submitting work requests to have them corrected.
- Become familiar with and utilize our web-based work order and preventative maintenance system to record, update, complete, and close out requests.
- Respond to assigned work requests quickly and efficiently as they are assigned.
- Assist with physical movement of furniture, equipment, boxes and materials as needed for meeting and conference room set-ups, facility events, tenant move in's and move-outs, freight shipping and delivery, supplies, stocking, etc.
- Maintain good communications with customers regarding status of their work requests.
- Assist with mechanical room cleaning and painting and other cleaning and painting projects as required.
- Work as directed by the supervisor.

Required Skills

- Able to develop, maintain and adhere to action items, responsibilities, goals, and initiatives; self-imposed or assigned.
- Prior experience working in facility management or commercial real estate preferred.
- Proficient in all Microsoft Office applications and work order/preventative maintenance management systems,
- Excellent written and verbal communication skills; ASL applicants preferred. Ability to prepare, review, edit documents accurately, efficiently, and professionally with minimal



supervision and oversight.

- Ability to welcome direction and requests, take appropriate notes as required to execute with minimal guidance and to understand the processes in place to perform in accordance with expectations.
- Self-motivated, energetic, with inherent ability to learn, and improve efficiencies through collaboration. Take charge and ownership attitude.

C&W Services is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, protected veteran status or any other characteristic protected by law.