

Handyman/Groundskeeper

Location: Fort Worth, TX

FLSA Class: Non-Exempt

Supervisor: Sonia Ruiz

Department: Maintenance

Company Information: Wilks Property Management, an innovative real estate development and investment company, has established a diverse portfolio of properties across the United States. Our creative vision has built a trusted foundation with partners and clients alike and has served as the cornerstone of our success. With a team that is driven by integrity and passion, each project we support is not just owned and operated but cultivated to surpass expectations and maintain a legacy of quality in the communities we serve.

Website: www.wilksdevelopment.com

We do not offer visa sponsorship for this position.

This position will be on site at 1321 Markum Gate Way, ste 100, Fort Worth, Texas 76126.

Position Summary: Wilks property management is looking to hire a Handyman/Groundskeeper focused on grounds care for commercial properties with general maintenance and small repair projects. This person works to ensure a clean, safe working environment inside and outside of each building and the grounds surrounding each building. Mowing, hedge trimming, tree trimming, and weed-eating grass/weeds along fence lines, removal of litter and debris daily from all areas of the property, to maintain a clean uniform property is expected to do light maintenance including but not limited to sheet rock repair, painting (interior and exterior), and metal staining.

Benefits:

- Competitive Compensation Package
- Medical + Dental + Vision Coverage
- 401K + Company Match
- Life Insurance + Long Term Disability Coverage – 100% Company Paid
- Health Savings Account (HSA)
- Gym Reimbursement Program
- Tuition Reimbursement Program
- Wellness Check Program - Insurance Premium Discounts
- Life Assistance Resources
- Paid Holidays
- Paid Time Off (PTO)

Key Roles / Responsibilities:

- Mow and trim around flower beds, walks, and walls for an established lawn.
- Must have the ability to operate and maintain vehicles, machines, and tools (shovels, rakes, pruning saws, hedge, and weed string trimmers, mowers, tractors, chain saws, electric clippers) associated with ground maintenance and landscaping activities.
- Bed and lawn maintenance, including weeding, dead-heading, fertilizing, watering, raking, and adding mulch.
- Maintaining extensive 2-wire sprinkler system, pumps, and filters, ensuring proper watering.

- Spray for weeds, and insects using unrestricted chemicals as required.
- Maintaining a clean uniform property by removing litter and debris daily from all areas of the property.
- Responsible for installation and landscape bed preparation of plant material (annuals/perennials), shrubs, trees, remediation, maintenance, trimming, and demolition.
- At times assist with the diagnoses of plant disease, drainage problems, and pests.
- Record and maintain records of pesticides and fertilizers used.
- Assist with the design and installation of hardscape structures – walls, steps, paths, fountains, etc.
- Gather and remove litter from grounds--Cleaning gutters.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, and other ground features.
- Maintain and repair tools, equipment, and structures.
- Must have the ability to perform sheet rock repair, painting (interior and exterior), and metal staining.
- Must be experienced in building maintenance (including but not limited to drywall, sheet rock repair, painting (interior and exterior), and metal staining.
- Requires basic working knowledge of carpentry and HVAC.
- Perform other duties as assigned.

Minimum Qualifications:

- High school graduate or equivalent.
- Must be able to read, write and speak English.
- Familiarity with construction equipment (mower/tractor/skid steer) would be a bonus.
- Experience with sheet rock repair.
- Experience with painting, interior and exterior.
- Experience in metal, and staining.
- Must possess a strong work ethic, integrity, and honesty.
- Must be dependable, reliable, and capable of fulfilling responsibilities.
- Valid Driver's License Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Must be capable of working independently and as a member of a team.
- Sensitive to confidential information.

Working Conditions:

- Bending, lifting, climbing, pushing, pulling, kneeling, sitting, walking, kneeling, stooping, squatting, crouching, crawling, talking, hearing, seeing, and standing (occasionally) for long periods of time.
- Must demonstrate manual dexterity and be able to use hands to handle or feel objects or tools.
- The essential duties of this position require moderate to heavy lifting.
- Exerting up to 100 pounds of force- Occasionally, up to 50 pounds of force- Frequently, up to 20 pounds of force- Constantly moving objects.
- Able to work under stressful conditions at times.

This job description should not be interpreted as an exhaustive list of responsibilities or as an employment agreement between the employer and the employee. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and are subject to change as the needs of the employer and requirements of the job change. Any essential functions of this position will be evaluated as necessary should an employee/applicant be unable to perform the functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the employee/applicant when possible.

I acknowledge that I have read and understand the description of this position and have had the opportunity to ask my supervisor about any points I did not understand. I hereby state that I can perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date