

Decatur Northwest (DNW)
Groundskeeper – Job Description
January 2026

Overview

The DNW Groundskeeper maintains the appearance, safety, and functionality of DNW common property, facilities, and equipment. The role requires physical capability, flexibility, and positive interaction with residents.

Reports to: DNW General Manager

Works with: DNW Caretaker & DNW Homeowners

Schedule & Compensation: \$25-\$30/hour DOE

Primary Responsibilities

Mowing and Landscaping

- Mow, trim and/or cleanup to maintain a well-cared-for appearance in all common areas including the cove, lower and upper gardens, around the lower and upper tennis courts, lower tennis court field, field adjacent to upper garden, roadsides, and lake area.

Community Vehicles and Equipment

- Monitor, clean, and maintain community vehicles and equipment in good working condition.
- Notify the DNW General Manager of the need for repairs or replacement.

Community Garbage and Recycling

- Monitor garbage and recycle containers (trash trailer, dock shed, and dog stations at dock shed and upper garden) and empty as needed.
- Review contents and notify the General Manager if action to enforce disposal restrictions is appropriate.
- Generally, keep disposal areas clean.
- Work with San Juan Sanitation to schedule dumpster replacements as needed.

Homeowner Services (HOS)

- Work in a coordinated effort with the Caretaker and GM to manage DNW homeowner services, a revenue-generating service responsible for making repairs, upgrades, and miscellaneous requests by homeowners and their guests.

Infrastructure

- Check and fill the main tank daily.
- Assist General Manager in monitoring the community well operations and water supply as requested.
- Report unusual water usage.
- Keep roads, culverts, and shoulders clear of blockage and debris.
- Fill and repair potholes in dirt and asphalt roads as needed.

Propane

- Monitor DNW propane tanks (propane heaters, BBQs, cooking stations, etc.) and refill as required.
- As a HOS, fill small 5-gallon personal propane tanks.

Gasoline

- Keep white transfer tank filled and treated with fuel stabilizer, and record each filling.
- Monitor gas tanks in community vehicles and fill as needed.
- Keep mixed gas tanks at the garage and shop filled.
- Monitor main tank level, schedule fuel deliveries with on-island contact.

Watercraft

- Work with the caretaker to launch and pull homeowner boats as scheduled.
- For boat launch/pull, the team must work with the tides as the ramp is sand. Launch and pull times may be very early or late depending on tides.

- For homeowner boats, provide the following service as requested:
 - Launch, retrieve, and store boats maintained at DNW
 - Provide boat tarping, coverage, and cleanup, trailer maintenance, and winterizing/dewinterizing as a homeowner service charge
 - Monitor and maintain community rowboats
 - Monitor all boats at the dock for safety and duration issues

Recreation Facilities

- Monitor and maintain hot tub, sauna, lake beach, lake floatables and toys, tennis courts, sports courts, and equipment.
- Inform GM of any needed repairs if you cannot perform them.

Security

- Visit property access points regularly and monitor the community in general.

Position Attributes

- Dependable, self-directed, and safety-minded
- Comfortable working outdoors in variable conditions
- Strong communication and customer-service skills
- Ability to manage shifting priorities in a small community environment

How to Apply

Interested applicants should submit a résumé and cover letter explaining their qualifications and interest in the role to: apply@decaturnw.org