

AGENCY NAME

Address ▪ City, ST ZIP

[Website](#) ▪ (000)-000-0000 Phone ▪ (000) 000-0000 Fax

Job Description

Title: Groundskeeper

Reports to: Maintenance Foreman/Asset Manager

Department/Division: Low Rent Program

Exemption: Non-Exempt

Employment Status: Full-Time

Date: September 29, 2015

Position Summary

Responsible for maintaining the grounds and janitorial duties at one or more Asset Management Projects (AMPs). These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Responsibilities

Undertakes and performs the following and other work-related duties as assigned.

1. Maintains development grounds, including removing debris, trash and furniture to dump; cleaning roofs, gutters and ditches; and installation, replacement.
2. Maintains landscaping of developments, including mowing, trimming, fertilizing, edging, laying sod and planting seeds and shrubs.
3. Loads litter, trash, refuse on truck and transports to landfill.
4. Trims and removes trees and bushes that are safety hazards.
5. Secures and maintains tools and equipment; insures tractors and mowers are properly fueled.
6. Assists maintenance employees in the removal of contents of units for storage, transfer and/or disposal; clears debris (tires, concrete) from yards; and secures vandalized units as necessary.
7. Completes work orders and ground violation forms accurately and efficiently:
8. Removes graffiti from Housing Agency properties.
9. Cleans office buildings, bathrooms, hallways, community rooms and laundry facilities.
10. Distributes notices to residents as needed.
11. May assist with repairs and unit turnaround as needed.

Education and Experience

High School graduate or GED desirable. One (1) year experience in yard maintenance or construction field or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

Knowledge and Skills

1. Good knowledge of techniques, methods, materials, and equipment used in maintaining buildings and grounds.
2. Ability to understand and follow simple instructions.

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3. Skills in use of various building and grounds maintenance tools and equipment (lawn mower, edger, buffer, vacuum cleaner, hand saw, electric drill).
4. Ability to perform moderately strenuous physical activity.
5. Ability to establish and maintain effective working relationships with other employees and residents.

Supervision Controls

The employee receives instructions from the Maintenance Foreman. Generally, methods of accomplishing duties are limited and within established procedures. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is reviewed generally for accuracy and completeness. The employee does not have any supervisory responsibilities.

Guidelines

All guidelines are usually provided orally and are supplemented by established procedures. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

Complexity

The employee performs a limited number of tasks that are routine in nature and require little personal judgment or decision making. Instructions to the employee are detailed and specific. The course of action open to the employee is clear cut and specific.

Scope and Effect

The employee's work primarily affects the Housing Agency's grounds and non-dwelling facilities. If accomplished properly, work efforts enhance the overall appearance of the developments and the surrounding community.

Personal Contacts

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments.

Physical Requirements

1. The employee is required to operate hand and power tools and equipment.
2. Uses arm strength to manipulate hand tools or lift objects up to and over 50 pounds.
3. Work is performed both indoors and outdoors, and involves physical exertion common to the custodial, landscaping and maintenance industries, such as long periods of standing and walking on rough terrain.
4. Must be able to establish and maintain effective working relationships co-workers, residents, and other persons outside the Agency.
5. Must be able to simultaneously sit or stand for up to eight hours at a time while performing work duties.
6. Must be able to bend, stoop, push, and pull in the performance of work-related duties.
7. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
8. Must have vision and hearing corrected to be able to perform essential job functions.
9. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
10. Must have vision and hearing corrected to be able to perform essential job functions.
11. Must maintain punctuality and attendance as scheduled.
12. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

The employee works both indoors and outdoors and is exposed to weather extremes. Employee may occasionally be subject to electrical shock hazards, dangerous heights, heavy machinery, and dangerous chemicals, and skin irritants (e.g., cleaning solutions, solvents, insecticides). The employee uses goggles, gloves, safety boots, and other safety equipment when required.

Other Requirements

1. Must possess a State of Name of State driver's license and must maintain a good driving record.
2. May be required to work after office hours on the on-call work schedule.
3. Must work with the highest degree of confidentiality.

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4. Must pass employment drug screening and criminal background check.
5. Ability to be covered under the Agency's fleet auto insurance policy.
6. Ability to be covered under the Agency's fidelity bond.

The Agency Name is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Agency Name is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE