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## GROUNDSKEEPER/MAINTENANCE TECHNICIAN JOB DESCRIPTION

**Reports to:** Maintenance Supervisor  
**Department:** Maintenance

**FLSA Status:** Non-Exempt  
**Employment Status:** Full-Time

### Position Summary

Responsible for maintaining the grounds of all Agency managed properties. These tasks are to be performed at a level that supports the Agency's efforts to provide a safe and sanitary space for its residents, improve curb-appeal, and 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 all other work-related duties as assigned:

- 1) Maintains all Agency-owned properties including mowing, hedge trimming, weeding, blowing and repairing irrigation systems.
- 2) Removes and properly disposes of debris, litter, limbs, excessive leaves, trash, furniture, animal fouling, etc.
- 3) Cleans and makes minor repairs to roofs, gutters, soffits, etc.
- 4) Keeps walkways, entryways, and other assigned areas cleared of mud, dirt, rocks, debris and excessive leaves and/or limbs by blowing or pressure washing as needed.
- 5) Cultivates flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, applying herbicides, and fertilizing as instructed.
- 6) Trims and/or removes trees and bushes as directed.
- 7) Mitigates any safety issues immediately upon discovery including tripping hazards, filling holes, etc.
- 8) Secures and maintains tools and equipment; ensures tractors and mowers are properly fueled.
- 9) Serves on unit turn-around team by painting, repairing, or cleaning units when needed.
- 10) Maintains and performs basic maintenance to hand tools, diagnostic equipment, power tools, and other items utilized; cleans, sharpens, adjusts, and repairs tools; changes oil, filters, cleans equipment, and performs other preventative and restorative maintenance services.
- 11) Assists in preventative maintenance tasks as assigned, such as checking smoke detectors, checking emergency lights, replacing light bulbs, cleaning dryer vents, changing door locksets, etc.
- 12) Assists in performing general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, painting parking bay lines, and ensuring placement of appropriate signs as directed.
- 13) Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, etc. to the Maintenance Supervisor.
- 14) Reports supply needs to the Maintenance Supervisor.
- 15) Assist in transporting, moving, loading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.

- 16) Maintains Agency-owned materials in a neat and orderly manner at all times. Maintains a neat and organized work area free of clutter and debris. Upon completion of maintenance tasks, all equipment and supplies shall be cleaned and/or stored appropriately.
- 17) Performs emergency and after-hours work as necessary and/or required and in accordance with Agency policies and procedures.
- 18) Follows all established safety procedures and standards.
- 19) Maintains a professional image and attitude in keeping with the objectives of the Agency and residents' welfare.
- 20) Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
- 21) Undertakes and performs other work-related duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

### **Education and Experience**

High school graduate or GED desirable. One (1) year experience in the maintenance 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) Knowledge of techniques, methods, materials, and equipment used in maintaining buildings and grounds.
- 2) Ability to understand and follow directions.
- 3) Ability to read and interpret blueprints, schematics, instruction manuals, inspection protocols, etc.
- 4) Skilled in diagnosing and undertaking appropriate grounds, ground maintenance, irrigation and/or other systems repair, maintenance and/or service needs.
- 5) Skilled in use of various building and grounds maintenance tools and equipment (lawn mower, tractor, edger, blower, weed eater, pressure washer, electric drill, etc.)
- 6) Ability to perform moderately strenuous physical activity.

### **Supervision Controls**

The employee receives instructions from the Maintenance Supervisor. Generally, methods of accomplishing duties are limited and within established procedures. Deadline 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**

The employee follows established policies, procedures, and traditional practices in performing work and consults reference materials, such as diagrams, instructions, and information from relevant sources. The employee also receives verbal directions and training from the supervisor. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

### **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 and exercises caution at all times to avoid harm to themselves or others.

## 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 involved physical exertion common to the custodial, groundskeeping, 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 with co-workers, residents, and other persons outside the Agency.
- 5) Must be able to sit and/or stand for up to ten (10) hours 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 if necessary to be able to perform essential job functions.
- 9) Must maintain a professional appearance and portray a positive image for the Agency.
- 10) Must maintain punctuality and attendance as scheduled.
- 11) May request a reasonable accommodation to mitigate any of the physical requirements listed above.

## Other Requirements

- 1) Must possess a valid State of Alabama driver's license and maintain an acceptable driving record.
- 2) May be required to work after office hours on the on-call work schedule.
- 3) Must follow all policies of the Agency in regards to employee conduct and confidentiality.
- 4) Must be willing and able to travel overnight for training when necessary.
- 5) Must pass employment drug screening and criminal background check.

The Housing Authority of the City of Elba 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 the 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 or 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.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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**Employee's Signature**

**Date**

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**Executive Director's Signature**

**Date**