



## Alachua County Housing Authority

### Job Description

**Position:** Maintenance /Groundskeeper  
**Reports to:** Director of Maintenance  
**Classification:** Full-Time - Non-Exempt Hourly

#### General Statement of Duties:

Work involves responsibility for cleaning, organizing and maintaining ACHA properties and adjacent grounds. Assignments may include, but are not limited to, mowing, edging, raking, trimming, and other related functions in grounds maintenance and repair. Assignments are received orally or through written instructions which may be accompanied by plans, sketches or diagrams. Work is subject to inspection while in progress and under completion. This position requires ability to perform on- call responsibilities and be a team player.

#### Qualifications:

Applicant must have graduated from high school or have any equivalent combination of experience and training. Yard work knowledge and experience in operation of lawn equipment required.

#### Knowledge, Skills, and Abilities:

- Considerable knowledge of the occupational hazards and safety precautions of lawn equipment and safety practices
- Considerable knowledge of the standard practices, processes and materials involved in trades related to general building maintenance
- Physical strength and ability to perform a variety of routine tasks in the care and maintenance of building, grounds, and equipment under all weather conditions; ability to lift materials weighing 70 to 100 pounds.
- Licensed to operate a motor vehicle and a good driving record (must maintain a good driving record and be insurable as a condition of employment). Driver's license by the State of Florida required for employment.
- Ability to pass a workplace drug screening, background and license check

#### Typical Tasks

- Performs manual labor tasks including loading, unloading, lifting, and moving materials.
- Assures job site cleanliness and organization.
- Rakes and maintains leaves, plants, flowers, trees and shrubs.
- Weeds, waters, mows, thatches, seeds and maintains lawns and grounds
- Provides winter grounds maintenance
- Grinds sidewalks and patios to eliminate trip hazards
- Operates mechanical equipment and provides the general care and maintenance involved for the efficient usage and upkeep
- Shapes and controls trees and shrubs to desired size by pruning



- Operates spraying equipment
- Participates in general labor and tasks such as picking up debris, hauling trash and sanitation.
- Assist with janitorial or other maintenance duties as required
- Informs supervisor of any irregularities or matters of concern
- Cooperates with other departments and assisting the Maintenance Mechanic and Maintenance Mechanic Assistant as necessary.
- Good physical condition (ability to lift moderately heavy loads, to dig trenches, to climb ladders, etc.).
- Licensed to operate a motor vehicle and a good driving record (must maintain a good driving record and be insurable as a condition of employment). Driver’s license by the State of Florida required for employment.
- Ability to pass a workplace drug screening, background and license check

**Performance Standards**

The Employee Performance explicitly relates performance evaluation to the employee’s job description and to measures—both qualitative and quantitative. All three elements—job description, performance measures, and performance evaluation—are closely connected. The performance appraisal measures selected competencies/essential functions in the job performance of the employee in the past review period and creates a plan for achieving goals.

**Supervising Personnel:**

- There are no supervision responsibilities to other ACHA staff.
- This position has supervisory responsibilities to volunteers and community service workers as assigned.

**NOTE:** This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of the position.

**ACKNOWLEDGMENT OF JOB DESCRIPTION:**

I have read and discussed this job description with my immediate supervisor and I understand the performance expectations described herein. As an employee of the **Alachua County Housing Authority**, I will perform my duties in accordance with these expectations.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Photocopy to: Employee and Director of Maintenance  
Original to: Executive Director/Personnel File