

Alachua County Housing Authority

Job description

Position: Groundskeeper
Reports to: Director of Maintenance
Classification: Full-Time Fair Labor Standards Act (FLSA) Non-Exempt

General Statement of Duties:

We are seeking a dedicated and reliable Groundskeeper to join our team. As a Groundskeeper, you will be responsible for maintaining the overall appearance and functionality of our outdoor spaces. This is a hands-on position that requires knowledge of landscape maintenance and the ability to operate power tools and hand tools effectively.

- Work as part of a team of 2 people to maintain and upkeep grounds.
- Perform landscaping duties including cutting grass, trimming hedges, pruning trees, and maintaining flower beds.
- Operate and maintain commercial lawn mowers and landscaping equipment.
- Ensure that all assigned areas are clean, organized, and well-maintained.
- Assist with minor maintenance tasks as needed.

Qualifications:

- Minimum of 1 year of experience in groundskeeping or landscaping.
- Knowledge and experience with commercial lawn mowers and landscaping equipment.
- High school diploma or GED equivalent.
- Ability to work effectively in a team environment.
- Strong attention to detail and ability to follow instructions.
- Physical stamina and ability to work outdoors in various weather conditions.
- Valid driver's license may be required.
- Ability to lift and carry up to 50 pounds.

Knowledge, Skills, and Abilities:

- Knowledge of methods, materials, tools and practices used in planting, cultivating, pruning, fertilizing and related care of landscaping.
- Methods of using materials, tools and practices used in the treatment of plants for insects, parasites and fungi.

- Operation of power equipment, and the maintenance of electrical motors. Use and care of standard tools and equipment, as well as the materials and practices of the trade area to which assigned.
- Occupational hazard and safety considerations and precautions related to the operation of grounds equipment.

Responsibilities

- Provides grounds maintenance in all seasons: mows; digs; cuts; prunes; weeds; seeds; plants; waters; trims; waters; edges; sprays weeds; rakes and collects leaves; removes fallen limbs and debris; performs routine maintenance and repair tasks pertaining to grounds equipment.
- Determines the appropriate plants or shrubs for walkways or garden areas.
- Operates a variety of mowers and equipment in grass cutting and trimming operations.
- Assists in the maintenance of parking lots, sidewalks, and patios, including asphalt repairs and minor masonry or plastering work as required eliminating tripping hazards.
- Operates spraying equipment and applies herbicides and pesticides.
- Installs and/or repairs clotheslines.
- Performs manual labor tasks including loading, unloading, lifting, and moving materials.
- Moves furniture, removes trash, picks up debris, and household items from curbside and vacant units and hauls to waste management.
- Installs and removes refrigerators, stoves and other appliances as needed.
- Pressure washes sidewalks and exterior of buildings; Cleans gutters and storm drains;
- Maintains vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Conduct daily activities in accordance with the policies and rules of the Authority, as well as Federal, State, and local agency laws, ordinances and regulations pertaining to housing authority activities.

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.

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

Supervising Personnel

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