

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 00/00
HACCC. R09

Reviewed: 10/29/01
Revised: 00/00/00

FACILITY & GROUNDS WORKER

DEFINITION/PURPOSE:

Perform a variety of grounds maintenance duties. Assist in the performance of janitorial, grounds and facilities maintenance duties.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level position, in which incumbents receive on-the-job training in grounds maintenance practices and services. The Groundskeeper is distinguished from the Maintenance Mechanic series, in that the latter requires skilled labor.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct general supervision of a Housing Manager, Maintenance Supervisor, or other Authority supervisor, as directed.

This classification exercises no supervision over other Authority employees.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Operate and maintain watering systems for landscaped areas.
- Cultivate plants, shrubs, grass and trees, including trimming, pruning, weeding, and fertilizing where appropriate.
- Routine removal of trash, debris and graffiti from Housing Authority-controlled properties.
- Operate tools and maintenance equipment incidental to the performance of basic grounds maintenance duties for lengthy periods of time.
- Operate lawnmowers and other gardening tools for lengthy periods of time.
- Assist regular maintenance staff with janitorial, grounds and facilities maintenance duties involving bending, stooping and occasionally repetitive movements for lengthy periods of time.
- Assist regular maintenance staff in moving heavy items such as furniture and appliances.
- Maintain good rapport with housing tenants and all Authority staff.
- Assist office staff with general tasks such as errands.

OTHER JOB FUNCTIONS:

- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Operation and use of basic maintenance tools and equipment.

Ability to – Learn and apply practical gardening methods. Safely operate equipment. Read and apply information from labels and manuals. Follow written and oral instructions.

Licenses and Certificates – None required.

California Driver License – Valid California Driver's License and driving record acceptable to the Housing Authority's insurance provider.

Physical Abilities and Work Environment .Work outside in a variety of weather conditions. Climb stairs and ladders, bend, stoop and stretch, work in confined spaces, and lift up to 50lbs. Have manual dexterity to manipulate hand tools and maintenance equipment. Must be able to pass a post-offer, pre-employment physical.

Other – Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide success in the assigned duties and responsibilities could be qualifying, as determined by the Authority:

Experience – Preferred experience in gardening or landscaping, grounds maintenance, or janitorial work.

Education – High school diploma or equivalent, desirable.