



Scott County Housing Authority

Scott County Housing Authority  
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**Title:** Maintenance Grounds Technician

**Reports To:** Maintenance Supervisor

**Department:** Maintenance

### Primary Objective

Under general supervision, the Maintenance Grounds Technician performs the general groundskeeping duties for the SCH A properties. Performs a variety of semi-skilled and skilled building construction, rehabilitation, maintenance, custodial, groundskeeping, and related work to ensure SCH A maintains its properties in a safe, sanitary condition as well as meets all applicable Federal, State, and NSPIRE standards and guidelines as well as compliance to all applicable SCH A policies and procedures. Work will include a good knowledge, initiative and good use of good judgment to work independently and with others and to follow directions. Performs other duties as assigned by supervisory personnel.

### Essential Duties and Responsibilities

Majority of duties performed. Not meant to be all-inclusive or to prevent other duties from being assigned by the supervisory personnel:

- Responsible for groundskeeping including but not limited to trash removal, cutting, raking and removal of grass, weeds and debris and weed cutting, trimming and removal. Maintains grounds through the safe, effective and efficient use of riding mowers, weed eaters, leaf blowers, hedge trimmers, and other groundskeeping equipment.
- Spraying unrestricted weed killers and pesticides.
- Upkeep of sidewalks, driveways, parking lots and other grounds features.
- Operating large vehicles and mowers, including but not limited to agency trucks and tractor; pulling trailer with mower.
- Cultivates and/or mulches flower beds, shrubs, grass, and trees, including planting, trimming, pruning, removing, weeding, mowing, edging, laying sod, and fertilizing where appropriate. Trims and/or removes trees or bushes as needed.
- Erect and repair fences and gates.
- Paint building exteriors and curbing as needed.
- Performs continuous programmed services including snow/ice removal ensuring the safety for residents, in a timely manner per SCH A policy, housekeeping in public areas, trash disposal, general pest control.
- Assists in performing preventive maintenance tasks as assigned, including checking smoke detectors, checking emergency lights, replacing light bulbs, cutting off water to sill cocks, cleaning dryer vents, changing furnace/air-conditioner filters, cleaning guttering, and adjusting exterior light timers.
- Assists in performing day to day general maintenance of property including but not limited to air conditioning, heating, painting, wall repairs, floor repairs, plumbing repairs, lock replacement, emergency lighting, fire safety equipment, and smoke detectors.

- Assists in performing unit turnaround for make ready units for leasing within a timely manner.
- Responds quickly and courteously to resident requests for maintenance service, troubleshooting the source and taking appropriate action to repair and/or restore service by providing quality workmanship within the time standard established for the community.
- Completes required documentation for work completed.
- Responsible for maintaining resources and securing safety of work site, personnel, supplies and equipment.
- Assure that all supplies, equipment and tools are returned to shop.
- Seeks ways to economize SCHA resources without compromising quality.
- Maintains resident relations as appropriate and is available for emergency service requests and abatement.
- Recommends changes to ongoing preventive maintenance and service programs to supervisor.
- Complies with all SCHA procedures and standards in addition to government regulations and codes.
- Communicates and reports to supervisor any matters regarding liability and risk management issues as well as any suggestions to improve or enhance the quality of life of residents.
- Maintains the utmost confidentiality of all tenant information and SCHA businesses.
- Must treat people with respect and work with integrity and professional ethics, upholding the agency's values and mission. Represents the agency with a positive, professional and ethical manner at all times.
- Demonstrate the ability to provide quality services to a culturally diverse population. Must be respectful and professional at all times.
- Maintains all maintenance equipment and vehicles in accordance with established standards and practices.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs.
- Be available to work on-call and carry emergency phone as required per schedule.
- Must comply with all provisions of the employee personnel policy.

## **Qualifications Required**

- High School Diploma or GED required
- Previous experience or training in a maintenance or similarly related position required.
- A valid state driver's license required
- Ability to be covered under SCHA's vehicle insurance required
- On-call rotation between maintenance employees on staff required
- Ability to perform tasks requiring moderately heavy manual work up to and over 100 lbs.
- Must be able to work indoors, outdoors, and in hazardous and adverse conditions, as well as cramped quarters and high places
- Skill in the use and care of groundskeeping equipment and powered and non-powered tools, and pulling a utility trailer with a vehicle
- Working hands-on knowledge and skill in groundskeeping, plumbing, electricity, carpentry, painting, refrigeration, heating, ventilation and air conditioning
- Must have some working/hands-on knowledge and use of methods and materials used in building construction and mechanical maintenance work
- Skills and abilities required to operate equipment or perform repetitive process with previous experience
- Ability to work under almost continuous physical movements required of basic carpentry, painting, operating

equipment, appliance handling, snow and ice removal, mowing, cleaning and other light duty labor

- Ability to be reliable and to work safely and follow all policies and procedures related to working in a safe environment
- Ability to maintain strict confidentiality
- Ability to receive, track, and document assigned work orders
- Be reliable, and able to perform duties in a timely and safe manner
- Ability to participate in activities designed to improve and increase skills, including travel to training sessions and complete training programs
- General knowledge of safely and properly operating and maintaining equipment, tools, and procedures relating to groundskeeping.
- Ability to adapt well to change in the work environment. Must be able to work with frequent interruptions and respond calmly and professionally to emergency situations.
- Ability to work harmoniously with co-workers and other agencies
- Ability to relate to and interact with elderly and family residents in low- and moderate-income housing settings
- Sensitivity to the needs of persons of diverse social, cultural and economic backgrounds is essential.
- Ability to understand and apply public housing standards and housing quality standards
- Ability to follow oral and written instructions
- Ability to understand and apply fair housing, state, local and other applicable laws
- Ability to understand and apply the applicable HUD and State Housing Program regulations
- Requires excellent communication and organizational skills and the ability to exercise independent judgement and work with limited supervision.
- Ability to identify personal errors/omissions, accepts responsibility therefore, and make corrections
- Basic computer skills or ability to attain skills on job

## **Working Condition**

### **Environmental parameters:**

- Indoors and outdoors work in all weather conditions and is subject to heavy and strenuous work.
- Working in open and public setting
- Working safely in environment containing caustic chemicals, cleaning materials, extreme dust and noise.
- Noise level is usually moderate and occasionally loud.

### **Physical demands:**

- Bending (90 degrees), stooping, crouching, climbing (stairs and ladders), twisting (to 180 degrees), turning, and kneeling.
- Operation of a variety of carpentry, electrical, plumbing and groundskeeping equipment, tools, and machines.
- Working or inspecting wet, damp, hot, cold, or dusty places.
- Working while standing for extended periods of time on a recurring, repetitive, and often continuous basis in the course of performing job duties.
- Moving or carrying objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other
- Handling ranges and refrigerators using appliance hand trucks.
- Lifting objects up to 40 pounds from ground to over-the-head

- Sitting, walking, standing, and driving for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and power tools
- Hearing and speaking to exchange information
- Visual acuity
- Working from a ladder above ground to a height of 20 feet.

## **Job Hiring Information**

### **Job Type**

- Full Time
- Non-Exempt
- Hourly

### **Work Schedule**

- 7:00am to 3:30pm Monday through Friday with ½ hour lunch
- After-hours emergency in rotation
- The Executive Director may designate a different work schedule for positions based on the needs of the SCHA.

### **Benefits Offered**

- Competitive Salary
- Paid time off
- 16 Paid Holidays
- Health Insurance paid by Housing Authority
- Dental Insurance paid by Housing Authority
- Life Insurance paid by Housing Authority
- Retirement – percentage of salary paid by employee and percentage of salary paid by Housing Authority
- Other types of insurance offered but not paid by Housing Authority
- Compensation for after-hours on-call

**This job will require you to pass a background check and drug screening. All benefits are subject to change. New employees hired for permanent positions shall serve at least a 90-day probationary period before being classified as permanent status.**