



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

Grounds Laborer

Job Description

SUPERVISION RECEIVED:

The Grounds Laborer shall work under the direct supervision of the Labor Crew Leader.

SUPERVISION EXERCISED:

n/a

POSITION CLASSIFICATION:

Non-Exempt.

POSITION SUMMARY:

This is an entry-level manual labor performing unskilled maintenance of GHA/GHDMC grounds and lawns. The position requires physical abilities such as strength, manual dexterity, and must be able to perform all required functions of this position. While performing this job, the Grounds laborer is regularly required to stand for long periods of time, walk more than 4 miles a day, bend, lift, crouch, reach, stoop, crawl or kneel. The position is regularly exposed to outdoor environmental conditions including hot and cold conditions. Additional working conditions include but are not limited to inadequate lighting, restricted movement, and dirty/wet work sites. Under the direct supervision of the Labor Crew Leader, the Grounds Laborer is responsible for the preservation and upkeep of GHA/GHDMC grounds/landscaping. The Grounds Laborer will be aware of and always operate within OSHA Standards and company safety policies.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Perform unskilled and skilled landscaping and beautification to include the cleaning and maintenance of varied ground landscaping including litter and garbage pickup.
2. Routine grounds maintenance including mowing, cut-back, edging, weed-eating, sweeping, trimming, seeding, sodding, raking, hand-grading, and removal of debris from work sites.

3. Participates in training as required to perform job functions.
4. Safely operate grounds maintenance equipment according to safety guidelines and maintain/repair said equipment to ensure proper functioning.
5. Irrigate lawns, trees, or plants.
6. Drive trucks and other vehicles to and from worksites
7. Plant greenery to improve landscape appearance.
8. Decorate indoor or outdoor spaces.
9. Pressure washes buildings as needed.
10. Shall perform any other related duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge in the performance of lifting, reaching, pulling, pushing in a safe manner.
- Proficient at operating manual and power tools of the trade safely.
- Ability to interact professionally.
- Ability to follow safety guidelines of safety sensitive equipment.
- Ability to read, comprehend and adhere to policies, procedures, safety regulations and other material needed in the performance of duties.
- Ability to work in various degrees of weather conditions.
- Ability to lift 50 lbs or more on a daily basis.
- Ability to work with an iPad (or device) in a Windows environment to enter and close out work orders.
- Ability to lift, reach, push, pull, carry, crawl, crouch/stoop, understand and follow written and verbal instructions.

EDUCATION AND EXPERIENCE:

- Ability to read and write English.
- Previous groundskeeping or related experience preferred.

SPECIAL REQUIREMENTS:

- Must have a valid Florida Driver's License.

- Free from allergies that interfere with Grounds Laborer duties

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others’ ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAMWORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone’s efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offer help when needed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee's Signature

Date

Supervisor's Signature

Date

Salary Range:

Minimum: \$10.25 per hour

Maximum: \$15.45 per hour

