

MAINTENANCE GUIDEBOOK IV LANDSCAPE AND GENERAL GROUNDS MAINTENANCE

CHAPTER TEN - POSITIONS

SECTION A DESCRIPTIONS

1. INTRODUCTION

This chapter provides information for staffing HAs' grounds-maintenance positions, and lists job descriptions, responsibilities, qualifications, and skills required.

2. POSITION DESCRIPTIONS

a. Maintenance Superintendent

Position Summary: Performs grounds-care duties as assigned. Duties include, but are not limited to, mowing with push-type and riding mowers, edging, trimming, raking and picking up leaves, reseeding, fertilizing, irrigating, installing and repairing playground equipment and curbing, patching walks and drives, picking up trash from vacant units, preparing vacant units for occupancy, providing labor support to other maintenance functions, moving furniture, and any other tasks as assigned.

Duties:

1. Practices safety precautions and is safety-conscious at all times.
2. Performs specific grounds-care tasks in accordance with established procedures. These tasks include, but are not limited to, mowing, trimming, edging, pruning, fertilizing, watering, and reseeding; applying fungicides, herbicides, insecticides, and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and ice-melt.
3. Makes grounds-care decisions such as cutting height, pruning, plant spacing, fertilizing, applying insecticides, and erosion control.
4. Operates and maintains powered grounds-care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders, and chain saws.
5. Uses and maintains nonpowered grounds-care equipment such as shovels, axes, slings,

hoes, wheelbarrows, saws, trimmers, and hedge clippers, trash pickup sticks, trash sacks or trash containers.

6. Reports to immediate supervisor any items requiring maintenance and any unusual or unsafe conditions.
7. Transports trash and debris to landfill using a predetermined route of travel only. Prepares vacant units for occupancy by washing walls, stripping and buffing floors, cleaning appliances and windows, and other duties as instructed by the foreman.
8. Performs minor maintenance tasks such as replacing washers; installing cut-off valves; unstopping sinks, tubs, and commodes; repairing commodes and drain pipes; replacing ceiling or wall sockets, fuses, photocells, and light switches; replacing broken window panes and screens, door knobs, and door stops; painting cabinets, heaters, refrigerators.
9. Assists other maintenance workers with general labor duties in installation and repair of gas, sewer, and water lines of installation or repair of plumbing.
10. Provides manual labor for a variety of tasks as directed by the Superintendent. Manual labor tasks may include, but are not limited to, moving furniture and equipment; setting up tables, chairs, exhibits, and displays; loading and unloading trunks.
11. Participates in off-shift and weekend coverage, and must be willing and able to work flexible hours, overtime, any shift, and weekends.
12. Performs other duties as directed.

b. Maintenance Aide

Position Summary: This is an entry-level position. Performs grounds-care duties as assigned. Duties include, but are not limited to, proper and timely completion of all cleaning tasks in an assigned building. Cleaning in accordance with established cleaning procedures. Mowing with push-type and riding mowers, edging, trimming, raking and picking up leaves, reseeding, fertilizing, irrigating, installing and repairing playground equipment and curbing, patching walks and drives, picking up trash and debris and transporting them to a landfill, cleaning out debris and trash from vacant units, preparing vacant units for occupancy, providing labor support to other maintenance functions, moving furniture, and any other tasks as assigned. Maintenance Aide is responsible for dressing for the weather.

Duties:

1. Practices safety precautions and is safety-conscious at all times.
2. Performs specific grounds-care tasks in accordance with established procedures. These tasks include, but are not limited to, mowing, trimming, edging, pruning, fertilizing, watering,

and reseeding; applying fungicides, herbicides, insecticides, and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and ice-melt.

3. Operates and maintains powered grounds-care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders, and chain saws.
4. Uses and maintains nonpowered grounds-care equipment such as shovels, axes, slings, hoes, wheelbarrows, saws, trimmers, and hedge clippers, trash pickup sticks, trash sacks or trash containers.
5. Reports to immediate supervisor any items requiring maintenance and any unusual or unsafe conditions.
6. Performs cleaning and sanitization tasks in assigned areas in accordance with established procedures. These tasks include, but are not limited to, disinfecting and cleaning restroom fixtures; dusting furniture, window sills, and ledges; spot-cleaning walls, doors, and glass; collecting and removing trash from buildings; the application of paint where needed; emptying ashtrays; vacuuming carpeted areas; dust mopping, wet mopping, and spray buffing resilient-tile floors; shampooing carpets; stripping and refinishing wood, composition, and resilient-tile floors; sweeping and mopping concrete and terrazzo floors; sweeping and mopping stairs; resupplying paper and soap dispensers; polishing furniture; replacing burnt-out lamps; and other cleaning-related tasks as far as interior work is concerned.
7. Operates and maintains powered cleaning equipment such as floor scrubbing machines, other automatic scrubbers, wet/dry vacuums, carpet vacuums, carpet shampooers, and pile brush vacuums.
8. Uses and maintains nonpowered cleaning equipment such as mops, brooms, dusters, sponges, cleaning cloths, and spray bottles.
9. Transports trash and debris to landfill using a predetermined route of travel only. Prepares vacant units for occupancy by washing walls, stripping and buffing floors, cleaning appliances and windows and other duties as instructed by the Superintendent.
10. Provides manual labor for a variety of tasks as directed by the Superintendent. Manual labor tasks may include, but are not limited to moving furniture and equipment; setting up tables, chairs, exhibits, and displays; loading and unloading trunks.
11. Participates in off-shift and weekend coverage, and must be willing and able to work flexible hours, overtime, any shift, and weekends.
12. Performs other duties as directed.

SECTION B QUALIFICATIONS AND SKILLS

1. MAINTENANCE SUPERVISOR

a. Qualifications and Skills

- Knowledge of grounds-care and maintenance;
- Ability to exercise care in the use of materials and equipment;
- Ability to follow oral and written instructions;
- Ability to performs tasks requiring moderately heavy manual work;
- Ability to establish and maintain effective working relationships with other employees, residents, and the general public.

b. Education and Experience

- High-school graduate;
- Experience in care and maintenance of buildings and/or grounds or an equivalent combination of technical training and work experience to meet the required knowledge, skills, and abilities.

c. Special Requirements

- Must have a driver's license;
- Must be bondable;
- Must be insurable by agency's fleet insurance carrier.

2. MAINTENANCE AIDE

a. Qualifications and Skills

- Knowledge of grounds care and maintenance;
- Knowledge of housekeeping techniques and procedures;
- Ability to exercise care in the use of materials and equipment;
- Ability to follow oral and written instruction;
- Ability to perform tasks requiring moderately heavy manual work;
- Ability to establish and maintain effective working relationships with other employees,

residents, and the general public.

b. Education and Experience

Experience in care and maintenance of grounds and/or buildings or an equivalent combination of technical training and work experience to meet the required knowledge, skills, and abilities.

c. Special Requirements

- Must have a valid driver's license;
- Must be bondable;
- Must be insurable by agency's fleet insurance carrier.

END OF CHAPTER TEN