

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Grounds Crew Supervisor
Supervisor: Chief Operating Officer
Effective Date: January 1, 2012

Position Summary

Under general supervision of the Chief Assisted Housing Officer, performs skilled and supervisory work in planning and overseeing the maintenance of Housing Authority grounds, basic landscaping, and horticultural functions. Primarily responsible for establishing priorities, planning work assignments, and inspecting work of crews. Employee is responsible for organizing crews, assuring quality performance of crews and providing necessary tools and equipment at each work site. Duties include the inspection of tools and equipment, scheduling of preventive and regular maintenance, and the requisitioning and issuance of parts and materials.

Major Duties and Responsibilities

1. Performs supervisory, administrative, and technical work for the Grounds crew(s). This includes receiving work orders, prioritizing work, and assigning work to subordinate personnel. Requisitions special materials as necessary.
2. Answers questions and assists when grounds related problems arise; inspects finished work; maintains records as required including completed work orders and job logs.
3. Supervises and participates in the work of Grounds Foremen and Technicians.
4. Confers with the Chief Operating Officer to establish priorities and plan work of grounds maintenance crews.
5. Assigns duties to crew Foreman and assures that proper tools, equipment, and supplies are available.
6. Advises Housing Managers and recommends actions concerning planting, replanting, and maintenance of trees, shrubs, grass and other plant materials.
7. Supervises and participates in mowing grass, pruning trees, shoveling debris, cleaning floors and other surfaces, etc. in order to maintain a neat appearance of Authority owned property.
8. Periodically checks on crews to ensure that work is being performed efficiently and effectively.
9. Makes periodic inspections of all equipment.
10. Ensures that all tools are properly used and cared for.
11. Requisitions new parts and materials and supplies for crew.

12. Assures that preventive maintenance and repairs are made.
13. Maintains attendance, vacation and sick leave records for crews.
14. Repairs sidewalks and parking lots including concrete & asphalt.
15. Performs related tasks as required.

Required Knowledge and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of standard methods, materials, tools, and equipment used in grounds maintenance and landscaping.
3. Knowledge of the physical layout of Housing Authority buildings, grounds, facilities and equipment.
4. Knowledge of occupational hazards and applicable safety precautions associated with the work.
5. Knowledge of the principles of supervision.
6. Knowledge of erosion control & landscaping walls.
7. Ability to assign, supervise, and inspect the work of Authority employees engaged in various grounds and landscaping tasks.
8. Ability to inspect and determine the need for maintenance and to administer programs of preventive maintenance.
9. Ability to pour concrete slabs.
10. Ability to prepare and maintain work records and reports.
11. Ability to follow written and oral instructions.
12. Ability to communicate effectively both orally and in writing.
13. Ability to establish and maintain effective working relationships with coworkers, residents, contractors, and the general public.
14. Ability to follow & administer the rules & regulations and the disciplinary actions of the handbook under the supervision of the Director of Property Management.
15. Protective equipment: safety glasses/goggles, ear plugs, chaps, steel toe shoes, respirator and any other safety equipment that may be required.
16. Responsible for carrying out Housing Authority safety program and risk management for the grounds and landscaping function.

Physical Requirements

1. Ability to operate equipment, tools and machines used in building and grounds maintenance.
2. Ability to move or carry heavy objects and materials, up to forty pounds from the floor to overhead.
3. Ability to operate a truck & landscaping equipment.
4. Ability to work/inspect in wet, damp, hot, cold, or dusty places.
5. Ability to stoop and kneel in order to gain access to work areas.
6. Ability to work while standing for extended periods of time.
7. Ability to lift up to 50 pounds from floor to over head.

Minimum Education, Training and/or Experience

Graduation from an accredited high school, vocational school, or equivalent supplemented by three (3) to five (5) years of experience in the grounds and/or maintenance fields with one (1) to two (2) years of experience in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the required knowledge and abilities. Journeyman level skill in at least one trade required.

Special Requirements

1. Possession of a valid driver's license, would prefer commercial driver's license.
2. Able to be covered under the Housing Authority's fidelity bond.
3. Must be insurable under the agency's fleet insurance carrier.
4. Must be bondable.