

# HOUSING AUTHORITY OF COLUMBUS, GEORGIA

## Position Description

**Classification:** Grounds Technician  
**Supervisor:** Grounds Foreman I, II and/or Grounds Manager  
**Effective Date:** January 1, 2012

### Position Summary

This is general manual and limited semi-skilled work in the maintenance and landscaping of public housing grounds. An employee in this class is responsible for performing a variety of custodial and grounds keeping tasks in the various developments of the Housing Authority. Work is usually carried out as a member of a group performing basic lawn maintenance and cleaning activities, although duties may involve responsibility for working independently on specific projects. Employees in this class operate simple hand tools and small motorized equipment such as trimming, pruning and cutting machines and power mowers. Instructions from superiors are specific in nature on all but previously learned tasks, and work is subject to review for quality upon completion.

### Major Duties and Responsibilities

1. Cuts grass, trims shrubbery and trees, cleans grounds, planting and caring for grass, flowers, shrubbery and trees.
2. Performs minor maintenance tasks to which assigned; picks up paper and trash around buildings.
3. Knowledge of the operation and maintenance of lawnmowers, small power equipment and trucks.
4. Follows proper safety precautions in carrying out job duties.
5. Rakes and cares for grounds, trims trees and shrubbery; may assist in check out mowers or grass cutting crews.
6. May be required to assist in digging of utility lines
7. Performs related duties as required.

### Required Knowledge and Abilities

1. Considerable knowledge of equipment and methods commonly employed in the landscaping and lawn maintenance.
2. Knowledge of grounds maintenance equipment and the ability to operate lawnmowers, grass trimmers and a wide range of equipment commonly used in landscaping and lawn maintenance.

3. Knowledge of elementary accident precautions applicable to grounds maintenance
4. Ability to work at elevated heights.
5. To work independently or as a team.
6. Ability to follow oral and written instructions.
7. Ability to perform moderately heavy manual work
8. Ability to establish effective working relationships with other employees, residents and the general public.
8. Ability to understand, interpret and adhere to company policies.
9. Some skill in making minor adjustments and repairs to hand and power mowers and other unskilled repair work.
10. Ability to work while wearing protective equipment: such as safety glasses/goggles, ear plugs, gloves, dust mask, weight belt, harness, chaps, steel toe shoes, respirator and any other safety equipment that may be required.

### **Physical Requirements**

1. Ability to work/inspect in wet, damp, hot, cold, confined, or dusty places.
2. Ability to climb ladders or enter crawl spaces in order to gain access to work areas.
3. Ability to work while standing for extended periods of time.
4. Ability to handle ranges and refrigerators using appliance hand trucks.
5. Ability to move or carry objects up to 50 pounds, including lifting from the ground to overhead.
6. Ability to move or carry objects in excess of 60 pounds with the assistance of a hand truck or additional persons.

### **Minimum Education, Training, and/or Experience**

1. Ability to read and write.
2. Some experience in care and maintenance of buildings and/or grounds.
3. Or any equivalent combination of training and experience.

**Special Requirements**

1. Must be insurable by the agency's fleet insurance carrier.
2. Possession of valid drivers' license.
3. Must be insurable under the Housing Authority's fidelity bond.