



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

POSITION DESCRIPTION

GROUNDS KEEPER – Downtown/Amp 1

Reports To: Amp 1 Maintenance Supervisor

Pay Range: \$11.00 hr - \$16.00 hr

Annual: \$26,582 - \$37,440.00

Salary based on experience and/or training, plus benefit package

Summary of Position: Performs grounds keeping duties and other duties as assigned. This is an entry-level position into the Maintenance Department and falls into the B Wage Range. Duties include, but are not limited to debris pick-up, clearing snow, and spreading ice melt, installing, and repairing curbing, pavement, and sidewalks, providing labor support to other maintenance workers and any other tasks as assigned. Grounds Keeper is to dress appropriately for the weather. **Must have a valid State of Missouri vehicle operator's license**

Major Duties and Responsibilities Include:

Must practice safety precautions and be always safety conscious

Performs specific grounds care tasks in accordance with established procedures. These tasks include, but are not limited to picking up trash, removing graffiti, sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and/or ice-melt, etc.

Based on specific job responsibilities may be required to respond to emergency situations after hours and on weekends (i.e., snow removal)

Operates and maintains powered ground care equipment such as tractors, trailers, trimmers, vacuums, blowers, sprayers, washers, spreaders, and chain saws

Uses and maintains non-powered grounds care equipment such as shovels, axes, slings, hoes, wheelbarrows, saws, trimmers, and hedge clippers, trash pickup sticks, trash sacks and trash containers

Reports immediately to Maintenance Mechanic or designee any items requiring maintenance as well as any unusual or unsafe conditions

Major Duties and Responsibilities cont'd:

Transport's trash and debris to landfill using a predetermined route of travel

Performs other duties as instructed by Amp 1 maintenance supervisor.

Required Knowledge, Skills and Abilities:

Knowledge of gardening materials, equipment, and methods commonly employed in landscaping and grounds keeping around buildings, facilities, and equipment

Knowledge of grounds care and maintenance

Ability to exercise care in the use of materials, equipment, and tools

Ability to follow oral and written instructions

Ability to perform tasks requiring moderately heavy manual work

Ability to lift or move up to 50 pounds

Ability to establish effective working relationships with Authority employees

Ability to meet and deal tactfully and courteously with the public

Education and Experience:

High School diploma or its equivalent

One year of working experience in the care and maintenance of or grounds

Special Requirements:

Must have a valid State of Missouri vehicle operator's license

Must have or be capable of obtaining a valid State of Missouri commercial vehicle operator's license

Must be bondable and insurable

Must be able to read and write competently

Must pass a pre-employment drug screen

Must pass a background check

Special Requirements cont'd:

Must be willing to travel overnight for a minimum of 15 days annually for training or attendance at conferences/workshops

Must be able to obtain and maintain a bank account for direct deposit of payroll as mandated by the Board of Commissioners

Employee Signature

Date