

WALLA WALLA HOUSING AUTHORITY

POSITION OUTLINE

Position Title: Groundskeeper-Seasonal

Reports To: Maintenance Director

Name of Incumbent:

Outline Revised Date: 02/01/2010

MISSION STATEMENT

The Walla Walla Housing Authority creates housing choices and energizes neighborhoods while focusing on providing opportunities for low to moderate income families to prosper with dignity and respect.

VISION STATEMENT

The Walla Walla Housing Authority effectively increases housing options and partnerships to create healthy communities where people choose to live, work and play.

CORE VALUES:

Respect – Integrity – Compassion – Commitment – Fairness – Community – Trust – Quality

WORK ENVIRONMENT:

The position incumbent works on field sites to perform job functions.

PHYSICAL: Work is performed in field site environment.

MENTAL: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization.

ENVIRONMENTAL: Work is performed in an outdoor environment, which may include working in inclement weather. This position will also be exposed to the following hazardous or corrosive chemicals: Fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust.

JOB SUMMARY:

This is semi-skilled work in the care and maintenance of grounds. Work involves responsibility for a variety of tasks in the care and upkeep of lawn areas, and includes a variety of duties requiring physical labor and the use of mechanical equipment. Use individual judgment in typical work situation, but supervision is exercised for general instruction and inspection on work standards and schedules.

Employee Classification: Temporary, Full-Time
(season anticipated April 1st through October 31st)

Department of Labor Classification: Non-exempt

SUPERVISION EXERCISED:

Supervisory responsibility is not a function of this position

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The following represent the major essential and secondary duties of the position, however they are not intended to be all-inclusive. The Housing Authority reserves the right to change, reassign, or combine job duties at any time.

ESSENTIAL JOB FUNCTIONS:

1. Weed, mow, edge, and give general care to lawns in order to maintain a curb appeal of the grounds that is free of weeds and has green manicured grass.
2. Operation of mechanical lawn equipment and the general care and maintenance involved for efficient usage and upkeep.
3. Shape and control trees and shrubs to desired size by pruning.
4. Ensure flower and community garden beds are free of weeds, litter, and debris.
5. Participate in general labor and tasks such as picking up debris, raking leaves and grass, hauling trash, and sanitation needs.
6. Physical condition and strength sufficient to perform moderately heavy manual labor under adverse weather conditions.
7. Inform supervisor of any irregularities or matters of concern. Cooperates with other departments, as joint action is required.
8. Prepare and complete related timesheets, written work orders, and requisitions according to prescribed procedure.
9. Perform other essential duties and tasks as assigned.
10. This position is required to fulfill a scheduled 40-hour workweek.

SERVICE OBJECTIVE: Responsibilities to Citizens and Taxpayers

- Courteous and respectful.
- Responsive to citizen requests.
- Performs job in a professional and ethical manner.

SUPPORTIVE WORK ENVIRONMENT

- Treat co-workers with respect.
- Support a positive work environment.
- Communications.
 - a. Keep other informed of work issues and programs by maintaining quality

communications.

- b. Work to resolve issues of conflicting personalities and needs.

ORGANIZATION IMPROVEMENT:

- Commitment to a philosophy of quality.
- Display initiative to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
- Cost-effective use of WWHA's resources.

QUALIFICATIONS:

MANDATORY QUALIFICATIONS: The incumbent must possess the following knowledge, skills, and abilities, or be able to explain and demonstrate that she/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires knowledge of and experience in:
 - Principles and practices of communications.
 - Principles and practices of customer service.
 - Oral and written communication skills.
 - Applicable laws, codes, regulations, policies, and procedures.
 - Interpersonal skills using tact, patience, and courtesy.

2. Requires ability to:
 - Interpret, apply, and explain rules, regulations, policies and procedures.
 - Establish and maintain cooperative and effective working relationships with others.
 - Operate various hand and power tools.
 - Operate motor vehicles, including riding lawn equipment.
 - Analyze situations accurately and adopt an effective course of action.
 - Work independently with little discretion or supervision, as well as work as a team member.
 - Plan, organize and meet deadlines.
 - Read and write English; perform and understand basic mathematical calculations, interpret, and implement written instructions, etc.
 - Hear and speak English effectively, both orally and in writing, to exchange information and make presentations.
 - Maintain confidentiality
 - Work with multiple demands in an effective, productive manner.
 - Handle emergencies with intelligence and purpose (ie: call 9-1-1 when appropriate, access hospital emergency room, notify supervisor, complete Incident Report form, etc.).

3. Requires possession of high school diploma or GED equivalent.

4. Requires possession of and ability to maintain valid Washington or Oregon Driver's license and evidence of a good driving record.

5. Must be able to pass police background check to verify the lack of a past criminal record.
6. Must have good manual dexterity, including eye/hand coordination, finger dexterity, etc., in operating various hand tools and lawn maintenance related equipment.
7. Must be bondable.
8. Requires commitment to the goals of the Housing Authority.
9. Requires knowledge of available resources, dynamics of human behavior of individuals and groups.
10. Requires experience working with people of low-income, in a multi-ethnic, multi-cultural environment.
11. Requires principles of mediation and negotiations.
12. Requires ethics and professionalism and use of principles of community relations, while using tact and good judgment.
13. Must be capable of analyzing situations accurately and adopt an effective course of action.

SECONDARY QUALIFICATIONS AND/OR EDUCATION: Although not mandatory, the following qualifications will enhance an individual's chance for success in the job and are desirable.

1. Knowledge of HUD and WWHA maintenance standard.
2. Bi-lingual, English/Spanish.

The statements contained here reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

WWHA complies with State and Federal laws and regulations relating to discrimination in employment, including the Americans with Disabilities Act (ADA) of 1990. WWHA does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities.

SALARY RANGE:

Per Employee Handbook.

I certify that the above position outline has been explained to me by my supervisor.

Employee's Signature

Date