

**HOUSING AUTHORITY OF COVINGTON  
POSITION DESCRIPTION**

**POSITION:** GROUNDSKEEPER- Temporary Part-time

**REPORTS TO:** Maintenance Foreman

**REVISED DATE:** 1.24.25

**FLSA:** Non-Exempt

**POSITION SUMMARY:**

This is a position for a temporary part-time role. The position is responsible for the curb appeal for the family community, hi-rise building, or combination of both. This is a highly flexible position that will involve extensive outdoors work in all types of weather. In addition to outside duties, the position will provide custodian services for the site management staff when requested.

**MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Keep Foreman informed of any noticeable irregularities concerning project grounds.
2. Distribute routine correspondence, memorandums and reports to residents.
3. Picking up and properly disposing of litter at assign community.
4. Assist with the disposal of abandoned, unwanted, or unauthorized furniture.
5. Sweeping common sidewalks and parking lots.
6. Cleaning landscaped and playground areas.
7. Cleaning of yards when residents fail to care for their own area.
8. Management of trash receptacles when not properly handled by resident.
9. Maintains grounds with the use of common tools such as brooms, shovels, rakes, mops, leaf blowers, hedge clippers, and wheelbarrows
10. Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of general grounds care procedures is desirable.
2. Ability to understand and follow written and oral instructions.
3. Ability to report for work on a consistent and timely basis.
4. Ability to establish and maintain effective working relationships with employees, residents and the general public.
5. Must be physically able to lift up to 50 lbs., climb, stoop, stand, carry, load and unload, move large items and other related physical activities common to outdoors-type labor.

6. Must be able to work for extended periods of time in inclement weather including but not limited to freezing temperatures, 90 + degree temperatures, rain and snow.
7. Ability to take and follow directions from supervisors.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or the equivalent.
2. An equivalent combination of training and experience to meet the required knowledge, skills abilities.
3. Valid driver’s license required

<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>	<b>STANDARDS OF PERFORMANCE</b>
Customer Service	<ul style="list-style-type: none"> <li>• Return phone calls within 4 hours, no later 24 hours</li> <li>• Voice mail cleared daily</li> <li>• Greet customers and residents in your daily work in a helpful, courteous manner.</li> <li>• Completed work orders will be communicated to tenant and Property Management within 24 hours</li> </ul>
Weekly Duties	<ul style="list-style-type: none"> <li>• Work closely with Foreman</li> </ul>
Monthly Duties	<ul style="list-style-type: none"> <li>•</li> </ul>
Continuous quality improvements (CQI)	<ul style="list-style-type: none"> <li>• Always strive to do the best job possible.</li> </ul>
Complete at least one industry certification annually.	<ul style="list-style-type: none"> <li>• Determined, and agreed to, with supervisory input.</li> </ul>