

Job Title:	Groundskeeper/Custodian	Revision Date: E.D. Initials	January 26, 2023 
Department/Group:	Facilities	Union Status	Union
Location:	All Locations managed by LHA	License Req'd.	None
Level/Salary Range:	Per State Prevailing Wage Rates	Position Type:	Full Time Position (40 hrs. wk)

Job Description

Job Summary

Performs a variety of unskilled and semi-skilled tasks on grounds and buildings, to maintain them in a clean and safe condition. The details of the performance of some of the tasks are learned as they are accomplished. These duties include but are not limited to: cleaning common areas and rest rooms, cleaning apartments and their appliances, unclogging sinks and toilets. Grounds care including: mowing lawns, pruning shrubs and trees, snow plowing, sanding, and shoveling; lifting heavy objects and using a variety of equipment. Must have a valid driver's license and reliable transportation to and from work.

Supervision Received

The incumbent in this position receives work direction or guidance from either a team leader who might be a maintenance aide, a maintenance supervisor, the Director of Facilities or a person appointed by the Executive Director. Assignments are given and work is reviewed upon completion. Instructions may be given while the tasks are being performed.

Principal Duties

1. Performs cleaning tasks associated with preparing apartment units for occupancy such as cleaning public lavatories, appliances, walls, woodwork, floors, lavatories, cellars, stairwells and removing trash.
2. Performs upkeep of common areas and restrooms. Keeps them neat and clean and free of trash on a daily basis. Washes and waxes floors; washes walls, ceilings and windows.
3. Performs grounds keeping tasks such as picking up trash and rubbish, cutting grass, grooming lawns, re-seeding lawns, sweeping walkways and streets, raking leaves, etc. Operates equipment and tools such as lawn mowers (hand and power), garden tractors, brooms, shovels, rakes, shears, rollers, etc.
4. Performs snow and ice removal tasks by shoveling snow, operating snow plows and snow blowers, chopping ice or applying sand and/or chemical agents for ice removal either mechanically or by hand, etc. for tenant safety.
5. Operates motor vehicles such as trucks, dump truck, automobiles, etc.
6. Assists maintenance staff wherever needed.
7. Performs other related duties as required.

Workload Estimated Ratio

1. Custodial Services as listed above are estimated to cover 66% of the workload of this position.
2. Groundskeeping Services, including snow removal, are estimated to cover 34% of this position.

Knowledge, Skills and Abilities

1. Skilled in the use of basic hand tools
2. Ability to use and operate grounds keeping equipment and other equipment, such as light trucks (with utility trailer), vacuum cleaners, buffing machines, power mowers, snow blowers, lawn tractors, weed whackers, hedge trimmers, chain saws,, etc.
3. Ability to lift heavy objects and to perform manual work.
4. Ability to read and understand written instructions and prepare simple reports and records.
5. Ability to maintain acceptable working relationships with co-workers and superiors.
6. Ability to operate motor vehicles. Valid Driver's License or equivalent required at all times.

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