



Building and Groundskeeper Job Description

Responsible for the upkeep of grounds, amenities, building exteriors and leasing office, parking lots and other community buildings of multi-family residential apartments.

Reports to: Maintenance Supervisor

Supervises: None

Wage Status: Hourly (Non-exempt; eligible for overtime), Benefited (Monday-Friday 7AM-4PM)
Salary Range 27

Job Responsibilities:

Maintenance

- Responsible for upkeep of grounds, amenities, building exteriors and leasing office, parking lots and other community buildings, to include mowing and snow removal.
- Remove trash from office areas and apartment community perimeter on a daily basis.
- Assist in the preparation of market ready units, including remove trash from vacant apartments (trash outs) prior to make-ready.
- Assist in the cleaning of available apartments and or models.
- Report any maintenance concerns for repairs on available apartments, and/or common areas to the Maintenance Supervisor.

Resident Relations

- Represent the community in a professional manner at all times-on/off property.

Safety

- Ensures that unsafe conditions are corrected in a timely manner.
- Immediately report all unsafe conditions.

Essential Job Functions

- Fair Housing certification.
- Neat, clean and professional at all times throughout the workday and/or whenever present at the community.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment and machinery as necessary
- Demonstrate ability to contribute to and foster a team approach to serving residents and maintaining a successful community.
- Comply with expectations as demonstrated in the employee handbook.



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Qualifications:

- High School diploma or equivalent.
- Experience in building and grounds operations.
- Desire to continue career improvement.
- Familiarity with computers and software relating to maintenance and inventory.
- Ability to read chemical labels.
- Ability to read material safety data sheets (MSDS).
- Ability to initiate and complete work orders.
- Have a valid driver's license and be able to drive.

Additional Requirements

Physical Requirements/Environmental Conditions:

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Requires climbing and balancing.
- Must work indoors and outdoors year-round.
- Must work in and around dust, fumes, and odors.
- Must be able to drive a mechanical vehicle.
- Must be able to work in high places.

General Responsibilities:

- Assist in maintaining all buildings and grounds in top condition.
- Assist in promoting the safety, health, and comfort of tenants and employees in all buildings and grounds.
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
- Perform preventive maintenance, repair, and installation in connection with: a. electrical, plumbing, and HVAC systems. b. exterior and interior of buildings. c. rental grounds.
- Move equipment and materials within and between properties.
- Work overtime, as needed.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all health and safety policies,
- Other duties as assigned by the Buildings and Grounds Lead.

Attendance is an imperative job function.

- Employees must fulfill the performance standards of this position and comply with policies, rules, and procedures of the company, including those set out in the Employee Handbook, or otherwise communicated (verbally or in writing) to employees.