



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** Grounds Maintenance Specialist

**DEPARTMENT:** Asset Management

**DATE POSTED:** 01/22/2018

**CLOSING DATE:** Until Filled

**SALARY RANGE:** PAY Grade 14  
\$ 14.08 - \$ 17.32 Hourly  
\$ 29,289 - \$ 36,021 Annually

**012218 – AM - 001**  
To apply for this position,  
Click here

**FLSA CLASS:** Non-Exempt

## SUMMARY

Reporting to the General Superintendent, the Grounds Maintenance Specialist is responsible for assisting in the maintenance of HANO's properties at all times, including but not limited to lawn care and grounds keeping.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Performs lawn mowing, trimming, weeding, grooming, edging, and fertilizing, tree and shrub pruning, repair and reseeding of damaged lawn areas.
- Organizes necessary materials, tools, and equipment for completing daily and special tasks.
- Reports property conditions to General Superintendent on a daily basis.
- Applies herbicides, fertilizers, and pesticides using safe techniques.
- Plants and maintains trees, shrubs, and flowers.
- Waters lawns, trees, and plants.
- Rakes and disposes of leaves and other lawn waste, and ensures that lawns are kept neat and orderly.
- Keeps grounds free of litter.
- Maintains tools and equipment.
- Performs grounds maintenance using a variety of gas powered tools, including but not limited to trimmer/weed eaters, hedge trimmers, chain saws, straight shaft edgers, and other equipment as required.
- Performs grounds maintenance with a variety of equipment including, but not limited to self-propelled mowers, sit-down and stand-up riding mowers, tractors, and bush hogs.
- Operates a variety of oversized vehicles, including towing trailers.

- May be required to act in a team lead capacity, including but not limited to ensuring that equipment and tools are properly utilized and maintained by team members, and ensuring task completion of day-to-day functions.
- Other grounds maintenance related duties, including but not limited to lot cleanup, tire and debris disposal, securing of structures, grading, moving/hauling heavy items, repairing fencing and structures and maintaining the interior and exterior of HANO's Central Maintenance Division warehouse (CMD).
- Other duties as assigned.

## BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

*Problem Solving:* Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance..

*Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting;

*Teamwork:* Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

*Professionalism:* Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions;

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Job Competencies*

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Demonstrated understanding and concern for work-safety
- Self-motivated
- Excellent time management skills
- Excellent interpersonal skills
- Required to wear Personal Protective Equipment (PPE) to include back support belt as needed, safety shoes, wear goggles when working with specific equipment, wear ear protection devices such as ear plugs or ear muffs/noise suppression devices when working with specific equipment, and wear masks and gloves and other safety equipment as tasks dictate
- Knowledgeable and skilled in the safe use and maintenance of various hand tools, power tools, and user-moved aids (wheelbarrows, dollies, hand trucks, etc.)
- Ability to operate gas powered tools, oversized vehicles, and mowing equipment, including but not limited to self-propelled, stand-up and sit-down riding mowers, tractors, and towing trailers

***Education and/or Experience***

High school diploma or general education degree (GED). Working knowledge of general grounds maintenance practices. Must have a valid driver's license and be able to obtain a Class D endorsement, and must meet the requirements to be an authorized driver of HANO's fleet vehicles.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderately heavy physical demands
- Frequent operation of large and small scale lawn equipment
- Noise level in the work environment is above average
- Rarely lift over 150 lbs; occasionally lift 75-150 lbs; frequently lift 25-75 lbs; constant lift 1-25 lbs
- Frequent standing and walking
- Frequent bending, stooping, squatting, kneeling
- Infrequent stair and/or ladder climbing
- Pushing/pulling equipment, appliances, open/close doors
- Reaching above shoulders, grasping/gripping/handling tools and equipment
- Finger dexterity
- Specific vision abilities include close vision, peripheral vision, depth perception and the ability to adjust focus
- Speech, visual and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with staff and third parties, in person and over the phone

**EEO POLICY STATEMENT**

The Housing Authority of New Orleans (HANO) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Discrimination of any type will not be tolerated.