Chelmsford Housing Authority Job Description

Job Title: Groundskeeper/Laborer	Classification: Non-exempt
Department: Maintenance	Reports to: Director of Maintenance and Modernization

Position Summary:
The Groundskeeper/Laborer is responsible for the upkeep, cleanliness and operation of various facilities in the Chelmsford Housing Authority/CHOICE, Inc. public housing inventory. Performs building and facility maintenance, cleaning and upkeep, addressing tenant issues and work requests. Performs snow removal. May work with licensed third party contractors on maintenance and modernization projects.

Primary Duties and Responsibilities (Essential Functions**):
- Performs scheduled and routine interior and exterior cleaning, maintenance, landscaping and snow removal for assigned properties
- Manages and closes tenant work tickets as needed
- Cooperates with third party contractors as needed
- Other duties as assigned

Preparation, Knowledge, Skills and Abilities
REQUIRED:
High School diploma or equivalent and 1 to 2 years' experience
Ability to lift 50 pounds
Good interpersonal skills
Reliable vehicle and valid driver's license

PREFERRED:
Knowledge of commercial and residential cleaning, cleaning supplies and cleaning equipment.
Knowledge of landscaping and equipment used.
Knowledge of basic repairs to plumbing, electrical and HVAC systems.

Working Conditions/Physical Demands
May work in uncomfortable hot or cold environments or extreme conditions. Will have to lift and move heavy items.

Supervision Exercised:

The role has no supervisory responsibilities

This is a 40-hour a week position.

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Approved by:	*Lisa Singleton*
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Updated:	*October 4, 2021*

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.