Job Title: Groundskeeper/Maintenance
Department: Maintenance
Reports To: Maintenance Manager
Position Classification: Variable Hour Employee (Part time, 20 hours per week)
Date: Updated April 9th, 2024

Position Summary:
The Groundskeeper/Maintenance position assists Loveland Housing Authority staff and contractors with the landscaping and snow removal tasks required to maintain the grounds of LHA properties. This includes maintaining sidewalks, parking areas, dumpster enclosures, as well as mailbox and planter areas.

Essential Duties and Responsibilities:
• Landscape management of all LHA properties which includes the apartment buildings, paired homes, and resident owned homes:
• Pruning of bushes and trees.
• Vacant home garden plot management.
• Bi-annual “community garden management” (winterization and spring preparation)
• Ground cleanup.
• Snow removal is needed to supplement services provided by LHA’s snow removal contractor.
• Distribute ice melt as needed.
• Ability to pull dump trailer.

Other Duties:
The Groundskeeper may also supplement light maintenance duties of Loveland Housing Authority staff for the apartments, paired homes, and the Event Center areas. Specific tasks include, but are not limited to:
• Maintain fluid levels in Golf Carts.
• Maintenance of landscape equipment.
• Replacing light bulbs.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Qualifications/Skills:
• Must be able to follow verbal and written instructions and communicate effectively in writing and verbally with a diverse community.
• Ability to walk throughout facility grounds of various topographical conditions to visually identify needed work and inspect work results.
• Ability to do moderately physical work and be able to work in most weather conditions and various topographical environments.
• Operate various types of tools and equipment associated with landscape or facility maintenance.
• Removing snow by hand with shovel and snow blower.
• Digging, sweeping, raking various landscaping materials.
• Basic computer skills.

Core Competencies:
Teamwork  Responsiveness  Collaboration  Attention to detail
Professionalism  Organizational skills  Innovation  Problem solving skills
Integrity  Active listening  Trust  Positive attitude
Driver’s License, Background Check
Must possess and maintain a valid Colorado driver’s license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers. A criminal history and motor vehicle background check is required.

Physical Demands
While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee regularly is required to lift, carry, push and pull materials and objects weighing up to 75 pounds and heavier weights with assistance. Frequently uses power and handheld tools. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus. Daily driving of LHA maintenance vehicle is required.

Work Environment
While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.