



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Grounds Maintenance Specialist - The Estates Housing Community
DEPARTMENT: Asset Management
DATE POSTED: 11/01/2024
CLOSING DATE: Until Filled
FLSA CLASS: Non-Exempt
STARTING SALARY RANGE: Grade K
\$30,800 – \$36,900

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SUMMARY

Under the direction of the Maintenance Supervisor, the Grounds Maintenance Specialist assist with ensuring HANO's properties are clean and safe for residents at The Estates Community. The Ground Maintenance Specialist responsibilities include maintaining the professional appearance of the grounds, removal of debris, and maintaining equipment and supplies.

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 and landscaping care including but not limited to mowing, trimming hedges, weeding, edging, and raking and disposing of leaves.
- Performs grounds maintenance using a variety of gas-powered tools, including but not limited to trimmer/weed eaters, 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.
- Maintains grounds, parking areas, and sidewalks by removing and disposing of trash and debris ensuring the areas are clean and safe.
- Maintains the lot, remove tires 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).
- Assists with unit set out and trash outs of court eviction proceedings or as directed by the Maintenance Supervisor.
- Assists Maintenance Mechanics with completion of work orders and make ready duties as needed.
- Performs light building maintenance, including but not limited to replacing light bulbs, changing smoke detectors, replacing doorknobs, and painting.
- Performs general cleaning duties as part of a daily routine to all common and public areas, including, but not limited to, the community room, lobbies, and hallways.

- Assist in the preparation of vacant units, including cleaning the unit and appliances and the removal of trash.
- Empties trash and garbage containers throughout the building and the property daily.
- Responsible for ensuring items outside the dumpster are placed in the dumpster.
- Performs general custodial duties including sweeping, mopping, vacuuming and waxing flooring utilizing various types of equipment.
- 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.
- Organizes necessary materials, tools, and equipment for completing daily and special tasks.
- Maintains tools and equipment.
- Keeps an inventory of all janitorial supplies and equipment belonging to the property.
- Reports property conditions to Maintenance Supervisor on a daily basis.
- Other duties as assigned.

BEHAVIORAL COMPETENCIES

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

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks resolution to unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the duties of the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, and operational requirements as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Interpersonal Skills: Focuses on solving conflict; listens to others without interrupting and maintains confidentiality; Engages in active listening, collaboration, team building and leadership, communicating in a way that moves people and projects forward.

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.

- Physical demands are moderately heavy
- 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.

Work Environment

Position generally works at the Agency's properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud. Required to work with cleaning solvents and maybe work around paint fumes and landscaping chemicals. Evening and weekend work may be required.

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.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.