

**B. C. HOUSING MANAGEMENT COMMISSION**

**JOB DESCRIPTION**

**Location:** Various

**Reference No:** 5

**Date:**

**Job Title:** Groundskeeper II

***PRIMARY FUNCTION:***

Provides general groundskeeping, landscape maintenance and gardening of Commission's properties.

***JOB DUTIES AND TASKS:***

1. Performs groundskeeping, landscape maintenance and gardening duties
  - (a) Performs a variety of tasks encompassing most elements of landscape maintenance, groundskeeping and gardening;
  - (b) Carries out planting, cultivation, mowing, edging, weeding, and applies lime to lawns;
  - (c) Prunes shrubs; trees and ground covers;
  - (d) Keeps walks, driveways and entrances clean, minor patch repair to asphalt;
  - (e) Operates and does minor maintenance on mowers, edgers, trimmers and sweepers such as sharpening blades;
  - (f) Operates employer's vehicle including trailers to load, unload and deliver supplies and equipment and/or employer's assets;
  - (g) Maintains outdoor storm drains and sewers;
  - (h) Constructs and repairs various landscape and fencing projects e.g. retaining walls, patio boxes, etc.;
  - (i) Install and repair lawns and lawn maintenance equipment e.g. sod, in ground sprinklers, etc.;
  - (j) Operate landscaping vehicles and maintenance equipment e.g. bobcat, garden tractor, pressure washer, etc.;
  - (k) May be required to utilize tact and diplomacy in possible tenant interaction where complex health and social issues may be present. Refers tenants to other staff where appropriate.

***SUPERVISION/DIRECTION RECEIVED:***

Immediate Supervisor.

***SUPERVISION/DIRECTION EXERCISED:***

None.

***PHYSICAL ASSETS/INFORMATION MANAGEMENT***

Maintains grounds of Commission's properties, maintains grounds equipment. Maintains on-line records and documentation.

***FINANCIAL RESOURCES:***

Applies standard purchasing procedures to acquire goods and services.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*