

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.