

**PURPOSE AND SCOPE**

To participate in the maintenance work required to maintain the Housing Authority of the City of Frederick's (HACF) housing units, community buildings and grounds in a decent, safe, and sanitary condition. Under the general supervision of the Superintendent of Maintenance.

**PRINCIPAL RESPONSIBILITIES**

1. Perform a variety of repair task in a specific field of housing maintenance under direct and close supervision.
2. Provide labor for tasks requiring a need for single or two-person lifts, moving or loading or unloading.
3. Perform housing maintenance work as required.

**DEPARTMENTAL SPECIALIST**Grounds

1. Perform general landscaping tasks, such as cleaning, trimming, planting grass, spreading fertilizer and lime, thatching, and grading in grounds, fields, recreation areas, and snow removal.
2. Do work using concrete.
3. Remove furniture and trash from vacated apartments.
4. Remove limbs, leaves, grass, trash, paper and other debris from grounds, fields and recreation area.
5. Remove and replace fencing; remove decayed trees and shrubs; plant and reset shrubs and trees; cut, trim, and prune shrubs and trees.
6. Special skills must include knowledge of herbicides, fertilizers, and plants.
7. Perform a variety of task required to maintain drainage and erosion control.
8. Clean and deodorize dumpsters as needed.

General Maintenance

1. Clean apartments and/or community buildings, including cleaning of appliances, dusting, washing windows, walls, woodwork, and trim; vacuuming sweeping, mopping, waxing, and buffing floors, cleaning restrooms, and all other routine janitorial tasks.
2. Removal and delivery of appliances.

3. Perform related work as required.
4. Perform painting and clean-up tasks.
5. Patch and spackle walls and ceilings.
6. Clear sewer stoppages.
7. Perform janitorial work as required.

## **REQUIREMENTS**

### **Experience:**

Six (6) months of experience in general housing maintenance and building construction.

### **Special Skills:**

Must have general knowledge of maintenance and grounds work. Must be able to write and communicate clearly with employees/management. Must be able to operate the more common types of machine shop and woodwork equipment. Must be safety oriented and follow all departmental safety guidelines. Position routinely lifts heavy appliances and equipment up to 50lbs. Must possess or obtain valid Maryland Driver's license with a driving record that is acceptable to HACF.

## **RELATIONSHIPS**

### **Internal:**

Counsel and advise the Maintenance Superintendent and other HACF staff of information which may have an effect on the operation of the HACF.

### **External:**

Maintain effective working relationship with HACF employees, residents, and general public.

## **SUPERVISION OF PERSONNEL**

Total Supervised: 0