

LABORER/GROUNDSKEEPER

Status: Temporary/Seasonal (Part Time 24-29 hours per week)

Function: The position of the Laborer/Groundskeeper (L/G) is a semi-skilled position who performs basic in such classifications as: general maintenance and grounds-keeping as well as being responsible for the care and cleanliness of ground and common areas.

Supervision: The Laborer/Groundskeeper is provided with direct supervision by the Deputy Director.

Essential Job Duties:

- Performs minor carpentry work including: window and sliding door repair; replacement of locks; hanging of interior and exterior doors; repair or replacement of base trim, cove or millwork; repair or replacement of bathroom or kitchen cabinets; and repair or replacement of interior floor tile.
- Performs electrical work including replacement of existing wall switches and outlets plates, resetting of breakers, replacing bulbs and globes other fixture housings that do not require removal of the fixture.
- Performs minor masonry work including repairs to sidewalks, paving, steps and curbing. He or she will be required to repair and replace bathroom tile, regROUT and seal tub surrounds to obtain a water-tight enclosure.
- Performs minor wall repair including repairs to wall coverings and preparation for paint or wall papering.
- Snow removal and de-icing at all Authority properties on an as needed basis either during regular work hours or after hours by authorization of the Supervisor.
- Cleaning of central office, bathrooms, hallways, community rooms, laundry facilities and community room kitchens. Cleaning includes all floor surfaces (vacuum, wash & wax), all wall surfaces, all windows, all counters, sinks and toilets. Periodic cleaning of appliances and dusting of all surfaces is included. This work is to be done in accordance with the Authority's cleaning schedule.
- Cleans vacant units upon resident move-out or unit abandonment in preparation for the vacancy turn-over process.
- Cleans units made ready for occupancy after completion of maintenance work.
- Performs specific seasonal preventive maintenance such as checking smoke detectors, emergency lights, cuts off water to sill cocks, cleans dryer vents and adjusts exterior light timers.

- Polices grounds for trash and litter and empties interior and exterior trash receptacles for pick-up.
- Performs all lawn maintenance including mowing, edging grooming and fertilizing. Trims shrubs. Distributes mulch in designated areas. Assists in replacement and seasonal plantings. Identifies major landscaping needs and recommends actions to the Director of Maintenance.
- Replaces light bulbs in common areas.
- Performs snow removal and periodic re-sanding or de-icing of walks and entranceways.

Secondary Job Duties:

- Moves and sets-up furniture in common areas and community rooms. Performs minor repairs to common area and community room furniture.
- Takes periodic inventory of maintenance materials and supplies to evaluate stock on hand and to prepare requisitions

Performance Criteria:

The Laborer/Groundskeeper will be evaluated on his or her ability to perform the task delegated to them in an efficient and timely manner that is free from defect and waste of maintenance materials. Excessive call-backs to redo or complete partial work will be considered poor performance. Courtesy to residents and members of the general public is expected at all times. The ability to follow direction in the form of oral instruction or written procedure and to work with other staff in a cooperative manner is essential to good performance.

Qualifications and Skills:

- Ability to read and write at the level of a high school graduate.
- Current CT Driver's License. Must be able to drive with a trailer in tow.
- Knowledge of cleaning materials and techniques.
- Skill with a wide range of basic hand tools and power equipment such as drills, wrenches, hammers, pliers, saws, mowers, hedge trimmers, rakes, shovels etc.

Physical Requirements:

Ability to perform physical labor which requires reaching to full extension, bending at the waist and knees, lifting at least fifty pounds without assistance, and a sense of balance sufficient for standing on a ladder of at least six feet in height for an extended time period.

Experience and Education:

A high school diploma and six months experience; or

Two years experience performing tasks identical to those in the Section on Essential Job Duties.

Salary: \$18 - \$20 per hour (experience based)