



## Job Description

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**Job Title:** Custodian/Groundskeeper  
**Report to:** Maintenance Director  
**FLSA Status:** Non-Exempt/Hourly

### Job Statement:

The primary responsibilities of the Groundskeeper/Custodian involve the upkeep of the property in order to enhance and maintain its curb appeal. The Groundskeeper will perform some or all of the following duties as described.

### Duties and Responsibilities:

*This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, when appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.*

- Maintains floors in the community area, offices and maintenance rooms by sweeping, mopping, waxing, and polishing the floors. Vacuums carpets in all common areas of buildings. Cleans and polishes office fixtures and furniture as needed. Empties waste baskets and disposes of trash and refuse. Cleans and disinfects restrooms, replenishes restroom supplies in the community building.
- Sets up and tears down tables and chairs in the community room for special events. Assists with the set-up and removal of event materials and decorations.
- Mows grass, edges walkways, uses a blower to keep sidewalks and walking areas clean of loose grass and brush. Removes sticks/limbs from grassy areas and walks, waters grass and plants, cultivates shrubs and flowers beds. Maintains all equipment in proper working order.
- Removes litter, debris, cigarette butts and pet droppings from the grounds, keeping areas neat and free of litter at all times.
- Shovels snow manually or with utility vehicle. Spreads salt on public passageways to prevent ice buildups.
- Assists with preparation of apartment units for rental including cleaning, painting and trash removal.
- Performs minor and routine service requests such as checking and changing light bulbs, unclogging drains and changing furnace filter changes as assigned.
- Distributes resident communications to residents; e.g., newsletters, notices, pest

- control notices, events.
- Fills vending machines (if applicable). Bags and removes recyclables and delivers to recycling station as needed and assists with vendor deliveries.
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents.
- Performs other duties as assigned.

**Qualifications and Knowledge:**

- High School graduate or GED desirable. Three (3) years experience in the janitorial or maintenance construction field.
- Good knowledge of techniques, methods, materials, and equipment used in maintaining buildings and grounds.
- Knowledge of minor building repair and maintenance of plumbing, heating, cooling, and electrical systems.
- Ability to understand and follow simple instructions.
- Previous experience using a variety of tools and equipment such as tractor, mower, edger, buffer, vacuum cleaner, electric drill, etc.
- Ability to establish and maintain effective working relationships with other employees and residents.
- Must be bondable.
- Valid Driver's License.
- Ability to lift up to 50 lbs
- Ability to climb ladders and work at elevated levels

The employee performs routine duties following established HUD and Housing Authority guidelines. Routinely, the employee may make decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position.

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**Signature**

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**Date**