



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	GROUNDS TECHNICIAN		
DEPARTMENT:	MAINTENANCE	REPORTS TO:	DIRECTOR OF FACILITIES
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	HOURLY
DATE CREATED:	8/29/2022		

Position Summary

Responsible for maintaining the grounds for all Agency managed properties. These tasks are to be performed at a level that supports the Agency’s efforts to achieve the highest rating on HUD’s evaluation systems. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Responsibilities

Undertakes and performs the following and all other work-related duties as assigned.

1. Maintains development grounds, including removing debris, trash and furniture to dump; cleaning roofs, gutters and ditches; and installation, replacement.
2. Maintains landscaping of developments, including mowing, trimming, fertilizing, edging, laying sod and planting seeds and shrubs.
3. Installs, operates, and maintains irrigation systems. Determines equipment and supply needs for new systems and repairs to existing systems. Tests and adjusts water/irrigation systems; installs timers, valves, heads and other items; diagnosis problems and makes repairs to ensure proper watering of grass and plants in landscaped areas.
4. Keeps walks, entryways, and other assigned areas cleared of mud, dirt, ice, snow, and debris.
5. Maintains grounds, including parking areas, by routinely picking up litter to include the removal of all glass, cans, litter, detritus, and dog fouling, raking leaves, and depositing such wastes into disposable sacks and/or other designated receptacle as instructed and removing in an appropriate manner.
6. Cultivates and/or mulches, flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, applying herbicides, and fertilizing where appropriate. Trims and/or removes trees or bushes that are safety hazards.
7. Loads litter, trash, refuse on truck and takes to dump.
8. Trims and removes trees and bushes that are safety hazards.
9. Secures and maintains tools and equipment; ensures tractors and mowers are properly fueled.
10. Serves on unit turn around crew by painting or cleaning units as needed.
11. Maintains and performs basic maintenance to hand tools, diagnostic equipment, power tools and other items utilized; cleans, sharpens, adjusts and repairs tools; changes oil, filters, cleans equipment and performs other preventative and restorative maintenance services.
12. May assist in performing preventive maintenance tasks as assigned, such as checking smoke detectors, checking emergency lights, replacing light bulbs, cutting off water to sill cocks, cleaning dryer vents, changing furnace/air-conditioner filters, cleaning guttering, and adjusting exterior light timers.



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13. May assist in performing general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, and ensuring placement of appropriate signs as directed.
14. Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, fire extinguishers to the supervisor.
15. May assist in graffiti removal and/or repainting. May assist with painting of fire lanes, parking dividers, etc.
16. Reports supply needs to the supervisor.
17. May assist in transporting, loading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.
18. May assist management/leasing staff with curb appeal functions which may include detailing model units, putting out balloons, banners, a-boards, etc.
19. Maintains Agency-owned materials in a neat and orderly manner at all times. Maintains a neat and organized work area free of clutter and debris. Upon completion of cleaning tasks, all equipment and supplies shall be cleaned and/or stored appropriately.
20. Performs emergency and after-hours work as necessary and/or required and in accordance with Agency policies and procedures.
21. Follows all established safety procedures and standards.
22. Maintains a professional image and attitude in keeping with the objectives of the Agency and resident's welfare.
23. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
24. Undertakes and performs other work-related duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

Qualifications

High school graduate or GED desirable. One (1) year experience in the maintenance construction field or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- ◆ Fair Housing
- ◆ Certified Apartment Maintenance Technician (CAMT)



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Knowledge, Skills and Abilities

1. Good knowledge of techniques, methods, materials, and equipment used in maintaining buildings and grounds.
2. Ability to understand and follow simple instructions.
3. Skilled in reading and interpreting blueprints, schematics, instruction manuals and related service/instruction manuals.
4. Skilled in diagnosing and undertaking appropriate grounds, ground maintenance, irrigation and; /or other systems repair, maintenance and/or service needs.
5. Skills in use of various building and grounds maintenance tools and equipment (lawn mower, edger, buffer, vacuum cleaner, hand saw, electric drill).
6. Ability to perform moderately strenuous physical activity.
7. Ability to establish and maintain effective working relationships with other employees and residents.

Supervisory Controls

The employee receives instructions from the Director of Facilities Maintenance. Generally, methods of accomplishing duties are limited and within established procedures. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is reviewed generally for accuracy and completeness. The employee does not have any supervisory responsibilities.

Guidelines

The employee follows established policies, procedures and traditional practices in performing work and consults reference materials, such as diagrams, instructions, and information from relevant sources. The employee also receives verbal directions and training from the supervisor. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

Complexity

The employee performs a limited number of tasks that are routine in nature and require little personal judgment or decision making. Instructions to the employee are detailed and specific. The course of action open to the employee is clear cut and specific.

Scope

The employee performs tasks that are routine in nature. Instructions to the employee are detailed and specific



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or general, depending on type of work involved. The course of action open to the employee is generally clear cut and specific, but problem-solving skills are frequently called for in determining effective solutions for difficulties encountered during installation, repair, and maintenance procedures.

Personal Contacts

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments.

Physical Requirements

1. The employee is required to operate hand and power tools and equipment.
2. Uses arm strength to manipulate hand tools or lift objects up to and over 50 pounds.
3. Work is performed both indoors and outdoors, and involves physical exertion common to the custodial, grounds keeping and maintenance industries, such as long periods of standing and walking on rough terrain.
4. Must be able to establish and maintain effective working relationships co-workers, residents, and other persons outside the Agency.
5. Must be able to simultaneously sit or stand for up to eight (8) hours at a time while performing work duties.
6. Must be able to bend, stoop, push, and pull in the performance of work-related duties.
7. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
8. Must have vision and hearing corrected to be able to perform essential job functions.
9. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
10. Must have vision and hearing corrected to be able to perform essential job functions.
11. Must maintain a professional appearance and portray a positive image for the Agency.
12. Must maintain punctuality and attendance as scheduled.
13. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

The employee works both indoors and outdoors and is exposed to weather extremes. Employee may occasionally be subject to electrical shock hazards, dangerous heights, heavy machinery, and dangerous chemicals, and skin irritants (e.g., cleaning solutions, solvents, insecticides). The employee uses goggles, gloves, safety boots, and other safety equipment when required.



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Other Requirements

1. Must possess a State of Georgia driver's license and maintain a good driving record.
2. May be required to work after office hours on the on-call work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening and criminal background check.

The Brunswick Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Brunswick Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Read and Acknowledged

EMPLOYEE SIGNATURE

DATE

Employee Name (Print)