



Grounds Maintenance Job Description

JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Job Description: Grounds Maintenance		Position Type: Hourly Wage	
Department: Maintenance		Classification: Non-exempt/ Bargaining Unit	
Location: Anchorage/JBER	Schedule: 40 hours/week	Travel Required: N/A	Revision Date: 2018

Job Summary:

Aurora Military Housing, a leader in the real estate development, construction and property management industry, is committed to providing America's military families with the quality homes and neighborhoods they deserve. We recognize the commitment military families make to our country and respond by providing comfortable homes in friendly neighborhoods.

Those employees occupying this classification are responsible for overseeing and performing a variety of types of grounds maintenance work to promote the general exterior upkeep of the property. He/She performs grounds labor work requiring practical knowledge of yard and landscape maintenance.

Distinguishing Characteristics:

The Grounds Maintenance Technician performs necessary grounds upkeep to ensure proper grounds maintenance throughout Aurora Military Housing. He/She is to utilize skills normally associated with the grounds and related property and facility maintenance trades, to ensure the proper maintenance, upkeep and repair of Aurora Military Housing ground assets on Joint Base Elmendorf Richardson. Work requires performing duties independently with the responsibility for adapting tools and materials to assigned projects and applying discretion in determining proper work methods and procedures or in analyzing preventative maintenance needs. He/She responds to maintenance, upkeep and repair needs, as required by department procedures. He/She is to conduct business in a manner that attracts and retains residents by performing the following duties and all other duties as assigned. This is a bargaining unit position.

Job Duties and Essential Functions:

- Complete tasks using the standard methods, materials, tools, equipment and practices of the grounds, landscaping and facilities maintenance trades.
- Adhere to the occupational hazards and safety precautions necessary in grounds, landscaping and facilities maintenance work.
- Participate in an On-Call emergency schedule for evening, weekend and holiday coverage, as scheduled.
- Perform maintenance on the exterior of housing units, Aurora's administrative and maintenance properties and common areas in a safe, attractive condition. Routinely, by season:
 - Spring, summer and fall: mow, rake, edge, trim, compile and dispose of material (grass clippings, branches, shrubs, pet waste, etc.), apply lime, fertilizer, water, etc. Pressure washes units, decks, sidewalks, driveways and garages, as needed.
 - Fall, winter, spring: shovels snow, breaks down ice patches, and applies ice melt or sand aggregate; compiling and disposing of pet waste, as needed.
- Perform installation, upkeep or maintenance on exterior plant material including but not limited to grass, trees, shrubs, plantings and flowers. Includes removal of weeds from shrubbery beds and dead plant material.
- Perform upkeep on the following areas to keep them safe, presentable and free of litter and debris: dumpster areas, recreation areas, in front of the office, walkways to, from and in-between buildings.
- Physically walk the property on a frequent basis and removes litter, debris and pet waste.
- Greet and interact with residents in a professional, courteous and helpful manner, and while on duty, answer all incoming calls in a professional, positive manner.
- Inspect the exterior of units and grounds throughout the property to determine damages and the specific Maintenance needs.
- Occasionally assist in custodial work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc., in common areas, residential units and in other work areas.
- Occasionally distribute resident communications when requested.

- Responsible for reporting units that are seen as presenting any health, fire or safety concerns.
- Perform scheduled maintenance on all equipment utilized, when appropriate and available, manufacturer's recommendations and operating manuals.
- Maintain safe, organized, clean work areas and work vehicles.
- May be required to cover work hours that are in addition to normally scheduled work.
- Participate in work-safety programs.
- Work as team player and when requested assist job duties in areas other than repair, maintenance, change of occupancy maintenance, janitorial, custodial, grounds, etc.
- Responsible for meeting work order completion deadlines.
- Perform other related duties as assigned by the direct supervisor and/or Management.

Minimum Qualifications:

- High School diploma or equivalent
- Valid Alaska Driver's License
- Ability to be insured by company's auto insurance
- Prior grounds maintenance or landscaping experience; or experience in related field required
- Ability to understand and execute oral and written instructions
- Ability to work independently and willingness to learn

Tools and Equipment Used:

Motor vehicles, lawn mowers, weed whackers, rakes, shovels, chainsaws, trailers, carts, hand tools, power tools or gas tools, and other tools used in the trade. Also, man lifts, backhoe, and fork lift, ladders, telephones, and photocopiers.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is required to sit, stand, walk, climb, balance, kneel, bend, crouch, stoop, crawl; use hands to find or handle objects, tools, controls or equipment; talk and hear.
- Must be able to climb stairs and ladders with potential heights exceeding 24' or greater.
- Special vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus. Adequate vision to operate vehicles and equipment in daylight and darkness.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 300 pounds (with assistance of a hand truck).

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee occasionally works near moving mechanical parts and in high, precarious places, or confined space, and is occasionally exposed to fumes or airborne particles.
- Work is performed at various locations within the properties managed by JL Properties, Inc., and owned by Aurora Military Housing, LLC, Aurora Military Housing II, LLC, and Aurora Military Housing III, LLC at Joint Base Elmendorf-Richardson, Alaska.
- The employee will be required to work in outside weather conditions for extended periods of time (66%-100% of time)
- The employee must be able to walk distances outside in all weather conditions-winter and summer.

Supervision Received:

The Grounds Maintenance Technician must possess the capability to work independently, under the supervision of the direct supervisor and/or Management. This position reports directly to the Maintenance Supervisor or Maintenance Manager.

Supervision Exercised:

This is not a normal responsibility of this class, although direction and guidance is exercised over contract service providers and other personnel on specific projects.

