

Grounds Laborer

Starting Rate

\$15.94

(100% \$17.71)

Basic Functions

Employees occupying this classification are responsible for performing a variety of grounds labor 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 Laborer performs necessary grounds upkeep to ensure proper grounds maintenance throughout Aurora Military Housing. 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 grounds maintenance needs. He/She responds to grounds maintenance and repair needs, as required by department procedures. He/She continually strives to increase his/her working knowledge of the property. 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.

Supervision Received:

The Grounds Laborer must possess the capability to work independently, under the supervision of the Maintenance Supervisor. He/She may occasionally be required to work under the directions of the Facilities Manager, the Safety Coordinator / Senior Officer Maintenance Manager or the General 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.

Working Conditions:

Work is performed at various locations within the properties managed by JL Properties, Inc., and owned by Aurora Military Housing, LLC and Aurora Military Housing II, LLC at Elmendorf AFB, Alaska. Work may require the employee to be called out to respond to grounds maintenance and repair needs.

Representative Examples of Work

Maintains the exterior of vacant units, the show home, the General Office Quarters, Aurora's Administrative/Warehouse and common areas. He/ she shall keep the areas in a safe, attractive condition.

Maintain 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.

Physically walk the property on a frequent basis and removes litter, debris and pet droppings. It is especially critical that the following areas remain neat and free of litter at all times: dumpster areas, recreation areas, in front of the office, walkways to and from and in-between buildings.

Notifies Facilities Manager of any diseased, dying or dead landscape plantings.

Is aware of and understands chemical or fertilizer postings and signs.

Transfers trash and other items left outside of dumpster into dumpster. Picks-up and sweeps areas.

Rakes shrubs, shovels snow, applies ice melt. Uses blower to keep sidewalks and walking areas clear of loose grass and brush.

Maintains awareness and practices safety precautions at all times.

Is aware of all utility meter cut-offs, apartment and fixture cut-offs, sewer cleanouts.

Use safety equipment when recommended (goggles, masks, gloves, etc.).

Pressure washes sidewalks, driveways and garages as needed.

Distributes resident communications when requested.

Responsible for reporting units that are seen as a health, fire or safety concerns

Performs all other related duties as assigned by the Maintenance Supervisor.

Knowledge, Abilities, and Skills

A general knowledge of the standard methods, materials, tools, and equipment of the grounds maintenance trade.

Knowledge of the occupational hazards and safety precautions necessary in grounds maintenance.

Ability to work independently and willingness to learn.

Utilization of good communication skills.

Ability to understand and execute oral and written instructions.

Ability to interpret plans and sketches associated with grounds maintenance.

Ability to perform skilled work using the tools and equipment of the grounds maintenance trade.

General Recruiting Qualifications

Minimum:

Valid Alaska Drivers License;

Ability to be insured by company's auto insurance;

Possession of functional, insured vehicle which is authorized for use on Elmendorf AFB;

Use of personal vehicle may be required for work purposes;

Prior experience in grounds maintenance trade preferred.

Additional Information

Tools and Equipment Used:

Motor vehicles, hand tools, lawn mowers, weed whackers, rakes, shovels, trailers, carts, telephones, computers, photocopiers, facsimile machines, and calculators. Also, gas powered tools, chainsaws, table saws, and other tools used in the trade.

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, hike short distances in the field, 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; no fear of heights (24 feet or more).

The employee occupying this position regularly needs to be able to lift and/or move objects weighing 30 pounds and occasionally lift/move objects as much as 50 pounds, larger items with assistance.

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 frequently works in outside weather conditions and may be exposed to risk of electrical shock. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles.