

## BLACKFEET HOUSING

### JOB DESCRIPTION

**Job Title:** Maintenance Laborer/ Grounds Keeper

**Department:** Maintenance

**Reports to:** Maintenance Supervisor and Maintenance Division Manager/Director

**Summary of Work:** This position performs a variety of routine tasks in garbage collection, grounds keeping, Helps installation, maintenance, and repair workers in maintenance. Keeps grounds and environment of facility and units in a clean, attractive, orderly, safe and healthy condition. Provides ground maintenance for all seasons. Performs duties, such as furnishing materials and supplies to other workers; cleaning vacant unit areas and HG office areas. . **NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Essential Duties and Responsibilities:** Include the following.

- Cuts and maintains lawns and grass
- Maintains yards around units and multi-units
- Performs routine cleaning and maintenance of grounds equipment
- Operates light trucks and assorted power equipment
- Inspects truck prior to beginning routes to ensure safe operating conditions
- Responsible for picking up and collecting waste, garbage or refuse and emptying trash cans or bins to ensure that area is free of any unwanted refuse or trash
- Transport trash to dump, landfill, or recycling center
- Loads and unloads items from dump truck
- Lifts raw materials
- Collects garbage, glass and materials that missed dumpster
- Load, unload, or stack containers, materials or products.
- Maintain production or work records.
- Mix paint, ingredients, or chemicals, according to specifications
- Move or lift heavy objects
- Must adhere to Blackfeet Housing Vehicle Policy
- Observe work hours
- Performs assigned duties
- Demonstrates punctuality
- Maintains accurate and timely records
- Deals tactfully and courteously with the public
- Adheres to strict confidentiality
- Other duties as assigned.

**Education/Experience:**

High School Diploma or GED equivalent preferred  
. Basic plumbing and carpentry techniques

**Certificates, Licenses, Registrations:**

Must have a valid Montana Driver's License

**Human Contact:**

Daily Contact with:  
Maintenance supervisor/secretary  
Occupancy Department  
Renovation Department  
Rental/mutual tenants  
Community/public

**Language Skills:** This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions.

**Mathematical Skills:** N/A

**Responsibility for equipment, records, or facilities:**

- Must adhere to vehicle maintenance program
- Handle tools and power tools with routine cleaning and maintenance

**Financial Responsibilities:** N/A

**Responsibility for safety of others:**

- Must be aware of surroundings at all times
- practice safe driving at all times
- safe use of equipment

**Work of others/Supervisory Responsibilities:** N/A

**Job environment/hazards:**

- Possible contact with hazardous materials
- Encounter unsanitary conditions in units
- Required to work uneven ground

**Physical demands:**

- Must be able to lift loads up to 65 lbs.
- Must be able to conduct all physical requirements with no existing conditions that will restrict you from job requirements.  
Work Physical required

**Mental demands:**

Must be able to maintain sound judgment under stressful conditions.

Employee \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_

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