Baranof Island Housing Authority

245 Katlian Street, Sitka, Alaska 99835
(907) 747-5088

POSITION TITLE: Summer Groundskeeper

STATUS: Full-time, Temporary, Non-Exempt, Hourly

POSITION SUMMARY:

Perform general maintenance and landscaping duties on BIHA properties and adjacent grounds.

AUTHORITY: Supervised by Maintenance Supervisor

POSITION DUTIES AND RESPONSIBILITIES:

- Perform manual labor tasks including loading, unloading, lifting and moving materials.
- General landscaping duties including lawn mowing, weeding, and maintaining plants, flowers, trees or shrubs.
- Operating hand tools and power tools to accomplish tasks (pick shovel, weed whacker and brush cutters, pressure washer, lawn mower, etc.).
- Assists with janitorial or other maintenance duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of the occupational hazards and safety precautions of lawn equipment and safety practices.
- Ability to operate and maintain all required power and hand tools in a safe manner.
- Physical strength and ability to perform a variety of routine tasks in the care and maintenance of building, grounds, and equipment under adverse weather conditions; ability to lift 50 lbs.

WORKING CONDITIONS:

Baranof Island Housing Authority maintains a drug free workplace.

OTHER REQUIREMENTS:

- Must possess a valid Alaska driver's license, have an acceptable driving record and be at least 21 years old to operate BIHA owned vehicles.
- Ability to pass criminal background check.

NOTE:

This job description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. Baranof Island Housing Authority (BIHA) reserves the right to revise this job description at any time.

Employment with BIHA is at-will. This means that BIHA may terminate the employment relationship at any time, with or without cause and with or without notice, so long as the termination does not violate federal or state law. No statement to the contrary, whether written or oral, is binding upon BIHA, except when authorized in writing by the Board of Commissioners and the Executive Director.