



# Bloomington Housing Authority

1007 N Summit St (812) 339-3491  
Bloomington, IN 47404 fax: (812) 339-7177

## Job Opening Announcement

July 30, 2021

### Groundskeeper

**Job Status:** Full-Time  
**Shift:** 8:00 AM - 4:00 PM  
**Days:** Mon., Tue., Wed., Thu., Fri.  
**Details:** Posted on July 30, 2021 and closes on August 20, 2021 at 11:59pm

The Bloomington Housing Authority is seeking a Groundskeeper to provide support to the affordable housing program portfolio of 312 multi-family rental units. An employee occupying a position in this class must be able to take instruction, follow through, and work independently. This person must learn and perform assigned maintenance routine without daily instruction, assistance, or supervision and instruct semi-skilled and unskilled workers. This person will be required to work during any seasonal crisis or natural disasters such as but not limited to winter blizzards, floods, and tornadoes. This person will be required to perform any duties that might reasonably be assigned to this position.

#### Essential Duties and Responsibilities:

- Perform grounds keeping and building maintenance duties such as, but not limited to: grounds pick-up, eradication of weeds, plant and water flowers, trees, shrubs or other vegetation, trim shrubs and trees, remove snow and ice from parking lots and sidewalks, exterior painting, maintain cleanliness of BHA grounds, site cans, and dumpsters, understand BHA porch policy and enforce it, and general daily checking of BHA properties.
- Rake, mulch, and prune the grounds as needed.
- Use tools to complete above duties.
- Maintain walkways, parking lots, and common areas free of debris.
- Maintains the grounds free of litter including dumpster areas and public trash cans.
- Enforce the BHA yard policy, tag tenants for violations and dispose of illegal items.
- Help perform rehabilitation of apartments such as but not limited to: trash and furniture removal and disposal, cleaning appliances, tubs, sinks, windows, walls, and mopping and waxing floors and any other work reasonably assigned to make unit habitable.
- Take instruction from Maintenance Mechanics and Property Managers.
- Perform duties as required by work orders for minor repair of units and/or BHA properties
- Assist in the repair of units as cited by City of Bloomington Housing code and REAC inspections.
- Instruct semi-skilled and unskilled workers as needed.
- Any other duties reasonably assigned to someone of this position by the Property Manager or their designee.



- Must maintain a HUD REAC inspection score of no less than 80.

**Behavioral Skills:**

- Self-directed with the ability to successfully solve problems independently;
- Ability to make sound decisions;
- Establish and maintain good working relationships with others;
- Detailed oriented;
- Ability to keep certain information confidential;
- Communicate well with others (oral and written) with good organizational skills;
- Excellent attendance record;
- Able to give and receive constructive criticism;
- Ability to embrace change, and
- Commitment to BHA Mission.

**Technical Skills:**

- Ability to lift up to 50 pounds on a regular basis.
- Basic knowledge of gardening techniques.
- Knowledge of gardening products such as fertilizers, weed killers, and pesticides.
- Familiarity with landscaping equipment.
- Physical stamina and the ability to stand for long periods of time.

**Working Conditions:**

- The majority of the work is located outdoors, in all kinds of weather conditions.

**Qualifications:**

- **Education:** Must have equivalency of high school education via diploma/GED.
- **Experience:** One to two years of related experience.
- **Certificates & Licenses:** Valid State Issued Drivers' License and insured.
- **Other Requirements:** Authorized to work in the United States (The BHA validates authorization to work using eVerify.)

**Benefits (Full Time Only):**

- 401(k) Retirement Plan
- Health Insurance
- Health Savings Account contribution
- Dental Insurance
- Vision Insurance
- Employee Assistance Program
- Life Insurance
- Paid Time Off
- Personal Time
- Paid Holidays

**Salary Range:** \$10.33-12.34/ hourly

**\*\*How to Apply:** Interested applicants should submit a **cover letter and resume** to Kalen Richmond, Administrative Assistant at [krichmond@blha.net](mailto:krichmond@blha.net). \*\*

**About BHA:** The Bloomington Housing Authority was established in 1961 while its first development of affordable housing units was completed in 1968. Currently, the BHA employs a staff of 29 employees



and provides housing assistance to over 2,500 Monroe County households each year. The BHA operates three affordable housing communities and provides more than 1,300 Housing Choice Vouchers, also known as Section 8, that allow income eligible families to rent in the private market. Along with housing assistance, the BHA maintains active service coordination programs including the Family Self-Sufficiency Program and Community of Empowerment Program. In July 2018, the BHA released its current Strategic Direction 2018-2030 Plan called “Bloomington Housing Forward” which outlined affordable housing portfolio preservation and improvements through the HUD RAD program among many other goals. More information about BHA can be found online at [www.bhaindiana.net](http://www.bhaindiana.net).

**BHA is an equal opportunity employer** and does not discriminate against any employee or applicant because of race, color, sex, religion, age, sexual orientation, familial status, disability, handicap, national origin, ancestry, gender identity, veteran status, military status, housing status or any status protected under federal, state or local law.

