



Bloomington Housing Authority

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Bloomington, IN 47404

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MAINTENANCE TECHNICIAN I: GROUNDS ASSISTANT JOB DESCRIPTION

Position Title: Maintenance Technician I: Grounds Assistant

Department: Property Management

Reports To: Property Manager

FLSA Status: Non-Exempt

Schedule: 35 hours per week

Salary Range: \$35,661.18 – \$49,363.41

Starting Range: \$35,661.18 – \$41,341.08

POSITION SUMMARY

The Maintenance Technician I – Grounds Assistant performs routine groundskeeping, landscaping, property cleanup, and basic maintenance activities at BHA properties. This entry-level position primarily supports the Grounds Lead in maintaining attractive, clean, safe, and well-maintained grounds, common areas, walkways, and exterior spaces.

The position performs routine tasks including mowing, edging, trimming, weeding, planting and maintaining common Indiana plants, tree and shrub maintenance, litter and debris removal, seasonal cleanup, snow and ice removal, and operation and basic care of grounds equipment.

The Grounds Assistant also assists with vacant-unit turnovers and basic maintenance work as needed, including cleaning, painting, minor repairs, trash and debris removal, and other tasks within the employee's training and authorization.

The Grounds Assistant works under the direction of the Grounds Lead and Maintenance Coordinator and is expected to follow instructions, complete assigned work safely and promptly, work independently on routine assignments, and recognize when a task requires additional assistance or specialized expertise.

SUPERVISORY RESPONSIBILITIES

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are not exhaustive and may be modified as organizational needs change. Employees may be assigned additional duties that are reasonably related to the position.

- Assist the Grounds Lead with routine care and maintenance of BHA properties and grounds.
- Mow lawns using appropriate commercial mowing equipment.
- Use a string trimmer to trim along sidewalks, curbs, planting beds, and other landscaped areas.
- Weed, cultivate, mulch, plant, and maintain flower beds, shrubs, and other landscaped areas.
- Develop and maintain basic knowledge of common Indiana plants, trees, shrubs, and landscape materials and their routine care.
- Perform routine trimming and pruning of shrubs, small trees, ornamental trees, and other vegetation using appropriate tools and equipment.
- Remove fallen branches, leaves, weeds, litter, and other debris from grounds and common areas.
- Assist with planting, transplanting, watering, mulching, and seasonal preparation of landscaped areas.
- Assist with identifying and reporting plant health, pest, disease, drainage, or other landscape concerns to the Grounds Lead.
- Maintain sidewalks, entrances, common areas, playground areas, and other exterior spaces in a clean and orderly condition.
- Assist with seasonal grounds activities, including spring and fall cleanup, leaf removal, storm cleanup, and preparation for winter conditions.
- Perform snow and ice removal and apply approved ice-melt products as directed.
- Safely operate mowers, trimmers, blowers, edgers, chainsaws or other approved equipment when trained and authorized.
- Safely use hand tools and power tools appropriate to assigned work.
- Perform routine cleaning, inspection, fueling, charging, and basic maintenance of grounds equipment as trained and authorized.
- Report damaged, defective, or unsafe equipment promptly.
- Maintain tools, equipment, vehicles, storage areas, and workspaces in a clean, safe, and orderly condition.
- Maintain accountability for BHA-issued tools, equipment, keys, supplies, and other property.
- Assist with vacant-unit turnovers and preparation of units for occupancy, including trash and debris removal, cleaning, painting, patching, caulking, appliance cleaning, and cleaning of floors, walls, windows, kitchens, bathrooms, and other areas.
- Complete basic maintenance tasks within the employee's training and authorization, including minor repairs to fixtures, doors, walls, flooring, and other building components.
- Assist maintenance staff with routine repairs, preventive maintenance, and property projects as assigned.
- Identify and report property conditions requiring additional expertise or repair.
- Assist with correcting conditions identified through BHA inspections, HUD inspections, NSPIRE, and applicable property standards.
- Identify and promptly report unsafe conditions, including trip hazards, damaged sidewalks or fixtures, fallen trees or branches, drainage concerns, and other hazards.
- Follow BHA safety procedures, manufacturer instructions, applicable codes, and established groundskeeping and maintenance practices.
- Safely handle fertilizers, herbicides, pesticides, cleaning products, fuels, and other materials only as trained and authorized.

- Use required personal protective equipment.
- Follow applicable procedures for hazardous materials, environmental hazards, and other potentially unsafe conditions.
- Do not perform work requiring a license, certification, specialized training, or authorization unless appropriately qualified and authorized.
- Assist with preparation for and response to severe weather and natural disasters, including snow and ice events, flooding, tornadoes, severe storms, and high-wind events.
- Assist with storm cleanup, debris removal, temporary property protection, and other assigned emergency response activities.
- Respond to urgent property conditions within the scope of the position and employee's training and authority.
- Participate in after-hours or emergency response assignments when required by BHA.
- Interact with residents, coworkers, contractors, vendors, and the public professionally, respectfully, and courteously.
- Respect resident privacy, property, dignity, and confidentiality.
- Communicate maintenance or grounds-related information appropriately and refer matters outside the scope of the position to the Grounds Lead, Property Manager, or other appropriate BHA staff.
- Check and respond to BHA email and other assigned communications.
- Use work-order, timekeeping, communication, and other technology systems as required.
- Record and report all time worked in accordance with BHA policy and applicable law.
- Follow reasonable instructions from the Grounds Lead, Maintenance Coordinator, Property Manager, and other authorized supervisors.
- Work cooperatively with grounds, maintenance, property management, contractors, vendors, volunteers, and other BHA employees.
- Maintain reliable attendance and arrive prepared for scheduled work.
- Participate in required training and continuing skill development.
- Perform other duties reasonably related to the position as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of groundskeeping and landscaping practices or the ability and willingness to learn.
- Basic knowledge of common Indiana plants, trees, shrubs, and landscaping materials or the ability to learn them.
- Basic knowledge of, or ability and willingness to learn, two or more residential maintenance areas, such as plumbing, electrical, carpentry, HVAC, painting, appliance, or general building maintenance.
- Ability to safely operate or learn to operate commercial lawn mowers, trimmers, edgers, blowers, and other grounds equipment.
- Basic ability to safely use hand tools and power tools.
- Ability to follow written and verbal instructions and established procedures.
- Ability to read and understand work orders, product labels, and safety information.
- Ability to recognize common grounds and property hazards and report conditions requiring additional expertise.
- Ability to work independently on routine assignments and recognize when assistance is needed.
- Ability to communicate effectively and respectfully with residents, coworkers, supervisors, contractors, and the public.

- Ability to maintain accurate work records and use basic workplace technology.
- Ability to safely operate BHA vehicles and equipment, subject to applicable licensing and BHA requirements.
- Ability to work outdoors in varying weather and seasonal conditions.
- Ability to participate in required after-hours/on-call and emergency response assignments.
- Ability to safely perform the essential functions of the position, with or without reasonable accommodation.
- Ability to arrive to work on time.

EDUCATION AND EXPERIENCE

- General experience in groundskeeping, landscaping, construction, residential or commercial maintenance, facilities, custodial work, or a related field.
- Basic knowledge of hand and power tools.

Preferred Education and Experience

- Six months or more of groundskeeping, landscaping, maintenance, construction, facilities, custodial, or related experience.
- Vocational, technical, horticultural, landscaping, trade, or maintenance-related education or training.
- Experience operating commercial landscaping or groundskeeping equipment.
- Experience with residential or multifamily property maintenance.

MINIMUM EMPLOYMENT REQUIREMENTS

- Legally authorized to work in the United States. BHA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.
- Valid Indiana driver's license and ability to meet BHA's driver qualification requirements.
- Successful completion of pre-employment screenings including a drug screening and Motor Vehicle Record review.
- Completion of required safety, compliance, and job-specific training.
- Maintenance of any licenses or certifications required for assigned work.

PHYSICAL DEMANDS

The position may require standing, walking, sitting, bending, stooping, kneeling, crouching, crawling, climbing, balancing, reaching, handling, pushing, pulling, lifting, and carrying.

Work may involve frequently handling materials or equipment weighing up to approximately 50 pounds, with heavier items moved using appropriate equipment or assistance when necessary. The position may require operating lawn and grounds equipment for extended periods and performing repetitive tasks such as mowing, edging, trimming, raking, blowing, weeding, and cleanup.

The position requires sufficient vision and hearing to safely operate equipment, identify hazards, distinguish plants and landscape conditions, read instructions and labels, and communicate with others.

Physical requirements may vary by assignment. The physical requirements are not intended to exclude qualified individuals based on disability. Reasonable accommodation will be considered in accordance with applicable law.

WORK ENVIRONMENT

Work occurs primarily outdoors on BHA grounds, landscaped areas, sidewalks, common areas, and other exterior spaces, as well as in occupied and vacant residential units, maintenance facilities, vehicles, and other BHA properties as assigned.

The position involves regular exposure to varying temperatures and weather conditions, including heat, cold, rain, snow, wind, dust, dirt, noise, odors, plants, insects, cleaning products, fuels, landscaping materials, and other potentially hazardous conditions.

The position may require work outside normal business hours during severe weather, emergencies, or other operational needs. Employees must follow required safety procedures and may not perform work beyond their training, authorization, or competency without appropriate instruction and safety controls.

PERFORMANCE AND CAREER DEVELOPMENT

Maintenance Technician I – Grounds Assistant is an entry-level classification. Employees are expected to progressively develop proficiency in groundskeeping, plant identification and care, safe equipment operation, property maintenance, unit turnover, safety, problem identification, quality of work, resident service, communication, and seasonal and emergency response.

Demonstrated competency, independence, quality of work, judgment, training completion, equipment proficiency, and ability to perform increasingly complex grounds and maintenance assignments may be considered in performance evaluations, salary progression, and advancement to higher maintenance or grounds classifications.

EQUAL EMPLOYMENT OPPORTUNITY

Bloomington Housing Authority is committed to equal employment opportunity and does not discriminate on the basis of age, race, color, ancestry, citizenship status, national origin, religion, gender expression, gender identity, sex, actual or perceived sexual orientation, marital status, number of dependents, political affiliation/belief, veteran status, pregnancy, disability, or any other characteristic protected by federal, state or local laws.

This job description describes the essential functions and general requirements of the position and is not intended to be an exhaustive list of all duties that may be assigned. Duties may vary based on operational needs, property conditions, emergencies, seasonal requirements, and employee competency.

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