

SUPERVISING HOUSING GROUNDSKEEPER

General Statement of Duties and Responsibilities

Under supervision, serves as a working supervisor in charge of gardening and grounds maintenance work in a public housing project; performs related work.

Examples of Typical Tasks

Plans and supervises the work of housing caretakers and other employees engaged in gardening, tree care, and grounds maintenance; ensures that work is carried out in an efficient and effective manner and that all safety rules/regulations are followed; prepares work schedules and assignments.

Supervises the care, cleaning, and maintenance of landscaped areas, walks, driveways, parking areas, playgrounds, and fixtures thereon.

Trains subordinates in gardening techniques, grounds maintenance, and in making minor repairs on grounds and fixtures.

Ensures the proper maintenance of all assigned materials, tools and equipment. Prepares requisitions for material and supplies.

Checks repair work being performed by contractors on grounds and landscaped areas and reports on completion of work.

SUPERVISING HOUSING GROUNDSKEEPER (continued)

Examples of Typical Tasks (continued)

Maintains records; prepares periodic and special reports.

Assists superintendent in emergency repair work, such as digging and shoring of trenches and holes to find leaks in underground lines and piping.

Assists tenants in community development projects such as flower and vegetable gardens.

Performs the work of subordinates, as needed.

Operates a motor vehicle.

SUPERVISING HOUSING GROUNDSKEEPER (continued)

Qualification Requirements

A four-year high school diploma or its educational equivalent, and three years of satisfactory full-time gardening experience, at least one year of which must have been in a supervisory capacity.

License/Certificate Requirement

1. Must possess a Motor Vehicle Driver License valid in the State of New York; and
2. Within the first six months of the probationary period, probationers will be required to pass the New York State Department of Environmental Conservation examination for a Commercial Pesticide Applicator Certificate (Category 3A) in ornamental shade tree and turf.

The license and certificate described in "1" and "2" above must be maintained for the duration of employment.

Direct Lines of Promotion

From: * Housing Caretaker (82009) **To:** Assistant Resident Buildings Superintendent (80305)

* For present permanent incumbents only.