Hope Communities, Inc.
Job Description

Job Title: Grounds Assistant, Part-time
Department: Properties
Reports To: Maintenance Lead (under supervision of the Regional Community Manager)
FLSA Status: Non-Exempt

POSITION SUMMARY
The Grounds Assistant is responsible for the general maintenance of the grounds and landscape of Hope Communities properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Picks up trash from grounds, dumpster areas, sidewalks, and parking areas. Sweeps areas around dumpsters and the office entrance.
• Inspects grounds for any damage and inspects the buildings or other structures for graffiti.
• Inspects for any missing or damaged light fixtures, signage, flags, or other items.
• Inspects playground equipment for any damage or missing screws, bolts and any surface areas that could be dangerous and cause injury. Inspects ground cover in playground and makes sure it is free of debris and in good condition.
• Looks for any damage to trees, shrubs, grass, and parking lots.
• Checks laundry room for floors that need to be swept or mopped, wipes down laundry equipment, empties lint traps on dryers and empties trash.
• Reports all daily findings to the Maintenance Lead and assists in repairs as needed.
• On weekends, cleans the swimming pool and area around it, tests water for proper balance of chemicals and adds as necessary.

OTHER DUTIES AND RESPONSIBILITIES
• Participates in all staff meetings as required.
• Ensures the safety of all residents by sharing information and tips on safety measures and participating in practice sessions for emergency drills.
• Attends training in order to stay current with building needs and procedures.
• Works cooperatively and collaboratively with the Program staff and Leasing Consultant.
• Supports and engages in activities to further the mission, vision and strategic plan of the organization.
• Demonstrates the core values of the organization in all that is required in the position.
• Shows respect and good customer service to residents.
• Works collaboratively with the Maintenance Technician and Community Manager to assure property is safe, attractive, well maintained and comfortable for residents and staff.
• Demonstrates the core values of the organization in all that is required in the position.
• Supports Hope Communities’ fund raising and outreach programs. Includes attendance and assistance in the preparations and execution as needed.
• Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES
This position has no supervisory responsibilities.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess experience working on multiple sites/properties daily.
- Ability to communicate clearly with a diverse population.
- Ability to read, write, speak, and understand English.
- Ability to operate and maintain all standard maintenance equipment safely.
- Possesses a valid Colorado driver’s license; has a reliable and constantly available vehicle; and can regularly travel throughout the properties by way of interstate highways and primary and secondary roads in the Denver metro area.

EDUCATION and/or EXPERIENCE
High School diploma or equivalent required with a minimum of six months to one-year related experience. Experience in a housing environment preferred.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively before groups or customers or employees of the organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
None required

PHYSICAL DEMANDS
The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds and
occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate.

OTHER

- Equipment used, including but not limited to, hand and power tools and standard maintenance equipment.
- Access: Stairs and elevator
- Travel: Occasional travel within the Denver metro area