



HOUSING OPPORTUNITIES

of SW Washington

Connecting people to homes, hope and opportunity. *Jennifer Westerman, CEO*

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| POSITION TITLE: | Landscaper/Maintenance Technician |
| DEPARTMENT: | Asset Department |
| SUPERVISOR: | Facilities Manager |
| SALARY: | Varies by Job Class Distinction, See Below |
| HOURS: | 8:00-5:00, Monday-Friday |
| LOCATION | Pacific County |

POSITION OVERVIEW:

This position performs landscaping duties and maintenance work at Housing Opportunities of SW Washington (HOSWWA) apartments and office sites under the general supervision of the Facilities Manager. Incumbent will primarily perform landscaping duties in order to maintain the curb appeal of HOSWWA owned or managed properties. Maintenance duties may include plumbing, minor electrical work, painting, or other repair work related to apartment and property maintenance. Work requires exercising technical judgment independently in determining work methods and procedures. The job is a physical job and requires the ability to: 1) Identify landscaping, maintenance, and repair needs, 2) Drive to sites and to supply vendors, 3) Make repairs and perform necessary maintenance, and 4) Provide cleaning as needed.

JOB CLASS DISTINCTIONS:

Landscaper/Maintenance Technician I

Pay Scale: Grade C, \$19.39 - \$23.15 /Hour

- Under close supervision, performs duties as assigned primarily in the landscaping of HOSWWA owned and managed properties. Tasks include lawncare, pruning, shoveling ice and snow as well as other landscaping tasks. May also include entry level maintenance tasks such as the installation of electrical and plumbing parts; cleaning of common areas, grounds and units; maintenance and repair of heating equipment, sheetrock, doors and locks; and painting of rental units at property owned and managed by Housing Opportunities of SW WA.

Landscaper/Maintenance Technician II

Pay Scale: Grade E, \$22.61 - \$27.00 /Hour

- Under general supervision, performs duties as assigned primarily in the landscaping of HOSWWA owned and managed properties. Tasks include lawncare, pruning, shoveling ice and snow as well as other landscaping tasks. May also include a wide variety of skilled, journey-level duties in the installation of electrical and plumbing parts; modification to units including cabinetry; maintenance and repair of units and property to include sheetrock work, painting, siding replacement, irrigation repair, and estimations of repairs of rental units owned and managed by Housing Opportunities of SW WA.

Landscaper/Maintenance Technician III

Pay Scale: Grade G, \$24.17 - \$28.86 /Hour

- Under minimal supervision, leads and participates in a wide variety of advanced skilled journey-level duties for preventative and corrective landscaping and maintenance involved in the



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installation, maintenance, repair and servicing of mechanical, electrical, plumbing, equipment, devices and tools used in the maintenance of Housing Opportunities of SW WA owned and managed facilities.

JOB DUTY OUTLINE:

1. Landscaping Duties:
 - a. Care for established lawns by mulching, aerating, weeding, grubbing and trimming around flower beds, walks or walls. Gather and remove clippings and litter.
 - b. Use hand tools, such as shovels, rakes, pruning saws, hedge or brush trimmers.
 - c. Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saw.
 - d. Operate vehicles and powered equipment, such as mowers, tractors, blowers, snow blowers, chain saws, electric clippers or pruning saws. Maintain or repair such equipment.
 - e. Mow or edge lawns, using power mowers or edgers.
 - f. Shovel snow from walks, driveways or parking lots and spread de-icer.
 - g. Work outside exposed to all weather conditions.
 - h. Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs or trees using hand or automatic sprayers or spreaders.
2. Maintenance Duties:
 - a. Performs cleaning, painting, sheetrock work, plumbing, carpentry and electrical repairs to buildings and equipment.
 - b. Cleans, services, and makes repairs to a wide variety of heating, ventilating and related equipment.
 - c. Removes and replaces partitions, installs doors and locks.
 - d. Repairs cabinets, windows, footings, sidings, and other related carpentry work.
 - e. Measures, cuts, threads, and installs pipes for water lines, repairs, and replaces plumbing fixtures.
 - f. Performs minor electrical work, to include light switches, fixtures, change light bulbs, replace receptacles, and cover plates.
 - g. Make estimates of labor, time, cost, and materials.
 - h. Repairs floors.
 - i. Performs exterior and interior painting.
 - j. Performs concrete work in connection with sidewalks, curbs, and gutters, also on buildings and foundations. Does related work as required.
 - k. Works with contractors as needed to assure completion of necessary maintenance and repairs.
3. All other duties as assigned.

SKILLS AND ABILITIES:

1. Knowledge of the methods, tools, and practices used in landscaping, painting, plumbing, carpentry, concrete work, and electrical trades.
2. Knowledge of the occupational hazards and safety precautions of landscaping, building, electrical, or mechanical trades.
3. Licensed in application of herbicides and/or pesticides or the ability to get licensed within 6 months.



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4. Ability to perform heavy, demanding, physical work out-of-doors in adverse weather conditions.
5. Skill in the use and care of tools and equipment employed in the landscaping, building, electrical, concrete, and mechanical trades.
6. Ability to make accurate estimates of time and materials required for repairs and maintenance work.
7. Ability to keep simple records and make reports.
8. Ability to meet the public effectively and give information regarding ground and building facilities and HOSWWA regulations.
9. Ability to establish and maintain effective work relationships with supervisors, associates and clients.
10. Knowledge, ability, and skill to perform administrative duties as assigned.

QUALIFICATIONS (Education/Experience):

1. Education: High school diploma or equivalent.
2. Experience: Two years' minimum experience in the construction or maintenance of landscaping, building, electrical, carpentry, plumbing and mechanical trades work is preferred.
3. Must be willing and able to cover "on-call" rotation shifts.
4. Must have a valid Washington State Motor Vehicle Operators License.
5. Must pass a background check.
6. Must be eligible to work in the United States

BENEFITS DESCRIPTION:

HOSWWA offers employees and their eligible family members the option to enroll in medical, dental, vision, and/or supplemental life insurance. Employees are also covered by Basic Life and Accidental Death and Dismemberment and Long-Term Disability insurance.

All HOSWWA employees are members of the Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems (DRS). Employees may also contribute funds to Deferred Compensation Program (DCP), a 457(b) supplemental retirement savings plan run by the DRS.

Employees receive 14 paid holidays per year, paid sick leave accrual at a rate of 8 hours per month, and, following 90 days' orientation, paid annual leave starting at 40 hours per year.

Other benefits include an Employee Assistance Program (EAP) and access to student loan forgiveness through Public Service Loan Forgiveness (PSLF).

WORKING ENVIRONMENT:

This position requires the employee to work extensively "on-site"; the employee is required to be available to work in and around the property owned or managed by HOSWWA and may be required to enter individual units which may be dirty, smoky, and have minor hazards. The Employee will be required to make repairs to units as deemed necessary, which may include visual inspection, physical dexterity and strength, and knowledge of safe techniques. The employee may be required to work directly with tenants and their requested repairs, which may place employee under extreme stress and require extreme diplomacy.



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PHYSICAL: This position requires physical strength, agility, reaching, lifting, pushing, and pulling. Must have the ability to work out-of-doors and under adverse weather conditions.

MENTAL: This position consists of 10% administrative tasks, which include, but are not limited to, issuing/tracking work orders to ensure completion within required guidelines, checking vacated units and tracking to completion. The remaining 90% are hands-on maintenance/landscaping tasks.

EQUAL OPPORTUNITY EMPLOYER:

All qualified applicants are welcome without regard to gender, gender identity or gender expression, sexual orientation, race, ethnicity, or cultural identity, national origin, religion, age, veteran status, genetics, or disability. We encourage minorities, LGBTQ, veterans, and individuals with disabilities to apply.

ORGANIZATION CHARACTERISTICS:

Housing Opportunities of SW Washington is a public organization created under the Housing Authorities Law of the State of Washington. Created in 1976, the Authority's jurisdiction of responsibility includes: Cowlitz, Lewis, Pacific, and Wahkiakum Counties. HOSWWA administers various federal housing programs, locally owned properties, and Section 8 Housing Assistance Payments Programs. It also owns and manages federally funded USDA Rural Rental Multi-Family Housing, and operates several programs designed to expand affordable housing opportunities.



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