Grounds Helper

General Statement of Duties

This position performs a variety of routine manual tasks in maintaining the appearance and condition of grounds, including trees and gardens, at all Albany Housing Authority facilities. Such tasks at times require medium to heavy physical effort but require little planning or special knowledge; does related work as required.

Distinguishing Features of the Class

This position reports directly to the landscaper (Horticultural) Foreman and typically works as a member of a Crew performing gardening and general ground maintenance at Authority facilities. In performing a wide variety of manual tasks, a Grounds Helper uses several types of hand and power tools, including saws, lawnmowers and shovels and operates riding lawnmowers, tractors ad trucks. The activities and tasks assigned to a grounds helper may have some limited supervisory responsibilities, in that an incumbent may at times act as a leader of a work crew. The position will be subject to supervision by the landscaper (Horticultural) Foreman during and upon completion of work, although repetitive duties may be performed more independently. The title is distinguished from the Laborer title in that the latter performs routine manual duties on a variety of construction and maintenance projects requiring sustained medium and heavy physical effort in all kinds of weather. However, many of the tasks performed are identical to those performed by the Grounds Helper. In many cases the major distinction between these two positions is the work setting.

Examples of Work: (illustrative only)

- Maintains the appearance and conditions of grounds at Albany Housing Authority facilities.
- Cleans grounds by sweeping, raking, shoveling and removing by hand debris, leaves, branches, etc.;
- Clears sites and prepares them for planting. Plants seeds, bushes, trees, etc.; using hand and power tools and machines.
- Cuts grass; fertilizes and waters grounds; prunes bushes and trees; removes or transplants bushes and trees and performs a variety of other manual tasks not requiring special knowledge or skills associated with maintaining the condition and appearance or grounds.

Required Knowledge, Skills and Abilities

- Ability to understand and follow instructions
- Ability to perform medium to heavy manual labor.
- Ability to use a variety of hand and power tools and motorized equipment.
- Valid, current New York State Driver’s license.

**Acceptable Training and Experience**

High school diploma or its equivalent.

**Note:**

This is a seasonal position only and, as such, will be in effect for five (5) months each year for approximately May 15th through October 15th.