



Position Description

Position Title:	FWHA Building-Grounds Maintenance	Department:	Asset Management
Reports to:	Site Manager	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

Summary

The primary purpose of this position is to perform a variety of tasks in order to assist with the maintenance and upkeep of the FWHA buildings and grounds.

All activities must support the Fort Wayne Housing Authority (“FWHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Cleans and provides maintenance for lobbies, community halls, offices, restrooms, and laundry rooms.
- Utilizes work order system and ensures that materials, job codes, and labor hours are properly recorded.
- Maintains floors by sweeping, mopping, waxing, and buffing.
- Maintains FWHA grounds, garbage container areas, hallways, and parking areas in a neat and orderly manner, not allowing any trash to accumulate and emptying garbage containers in common areas and assigned offices.
- Performs lawn and landscaping care including but not limited to: raking, weed pulling, trimming hedges, and shrubs.
- Assist with snow removal and salting walkways.
- Maintains ground maintenance equipment and automotive and motorized equipment.
- Dedicated to work directly with a diverse group of people.
- Actively supports our agency's commitment to diversity, equity, inclusion and belonging.
- Assists other Authority employees as requested.
- Promotes FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)



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- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Commitment: Meets appropriate standards of performance; works hard/smart to achieve goals; strives for results and success; works with a sense of urgency and follows tasks through to completion; and persists despite obstacles and opposition.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work

Reliability & Judgment: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Teamwork: Balances team and individual responsibilities; can be objective and open to others' views; gives and receives appropriate feedback; contributes to building a positive team spirit; actively contributes to team success.

Education and/or Experience



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- High School Diploma or GED equivalent and a minimum of 1 year experience in a custodial, maintenance, or grounds keeping role.
- An equivalent combination of education and experience may be considered.
- Must possess a valid state issued driver's license and be insurable under the Authority's plan.

Technical Skills

- To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and devices.
- Must have the ability to learn other programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative 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.

- To perform this job successfully, the employee is frequently required to travel to various Authority properties to perform maintenance work.
- Daily movements include sitting; standing; reaching and grasping; operating handheld tools and other machinery; moving about the properties; and attending onsite meetings and offsite meetings.
- The employee must be able to exchange information in person, in writing, and via telephone.
- The employee must occasionally transport up to 50 pounds.

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.

- Position generally works at Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions including inclement outdoor weather.
- Occasionally required to work in extreme hot or cold conditions.
- The noise level may be loud and the environment may be more hazardous than a standard office environment.
- This position may be required to work with contractors as well as Authority residents.
- Regularly required to drive, and to work in hazardous driving conditions.



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- Regular exposure to potentially hazardous bodily fluids and to potentially hazardous agents or chemicals including oils.
- Occasionally required to work in an environment where there is a risk of being exposed to fumes or airborne particles and to wear a respirator.
- Frequently required to work a confined space.
- Regularly required to work near moving mechanical parts.

Read and Acknowledged

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. FWHA reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Employee Signature

Date

Employee Name [printed]

Supervisor Signature

Date

Supervisor Name [printed]