



Job Description

Position: Landscaping & Communities Cleaner

Reports to: Maintenance Supervisor

Hours: Full-Time, 37.5 hours per week for 6 months

Duties and Responsibilities:

The Landscaping and Communities Cleaner is responsible for the day-to-day landscaping and cleaning of the exterior common areas in all Gloucester Housing communities. They will perform their duties according to a general building schedule, which includes daily, weekly, monthly, and seasonal tasks. This schedule may be amended from time to time to account for building-specific circumstances. The worker is part of the maintenance team.

Daily and Weekly tasks:

1. Clear litter and weeds from planters and flower beds.
2. Water lawns, flower beds.
3. Mows grass not shorter than 2 inches, waters lawns, feeds and trims shrubs, tends flower beds, and regularly inspects assigned work areas to insure proper standards are maintained.
4. Remove Manitoba Maple sprouts from all areas and rake leaves in fall.
5. Operates lawn and grounds equipment including power mowers, bucket loaders and other power equipment.
6. Repairs and maintains community walks and parking lots.
7. Plans, plants, and maintains exterior and interior landscaping in accordance with the landscaping plan.

8. Removes refuse and trash from grounds.
9. Enforces safety regulations at the work site.
10. Adjusts, cleans and performs minor mechanical work on grounds equipment.
11. Recommends for purchase and suggests suitable locations for trees and shrubs.
12. Requisitions grounds keeping supplies.
13. May apply pesticides.
14. Occasional handyman duties: for example lock changes, drywall repairs, painting as required by the Maintenance Supervisor.

Monthly tasks:

Exterior/parking areas – sweep.

Quarterly tasks:

Garbage - scrub out bins after pick-up, disinfect. Scrub out garbage areas

Storage rooms - sweep/vacuum. Clear out old furniture, (Check with office on abandoned items).

Other:

Occasional handyman duties: for example lock changes, painting as required by the Maintenance Supervisor.

Participate regularly on the on-call emergency system (extra payment applies).

Job Specification

Knowledge, Skills, Ability, Experience, Attitude	Job Requirement	Assessed by
Knowledge	High school diploma is expected with reasonable fluency in written and verbal English.	Interview
Experience	Some experience and knowledge of good practice in landscaping including maintaining lawns, flowers, and shrubs.	Resume and Interview
Experience	Previous work with heavy duty cleaning and light maintenance work	Resume and interview
Knowledge	Knowledge of basic handyman jobs, including lock changes.	Resume and Interview
Skill	Use of licensed vehicle and possess a valid Driver's License	Resume
Ability	Work in a team environment and show a demonstrated efficiency in their use of time.	Resume and Interview
Skills	Communication with people from various ethno/socio/economic backgrounds.	Interview
Ability	Commitment to working in a diverse workplace	Resume and Interview
Ability	Strong physical assertion required	Resume and Interview
Knowledge	Observance of Standard Health and Safety practices	Resume and Interview
Attitude and Ability	Be able to take instruction from Supervisor and have a positive attitude to team working	Resume and interview
Attitude and Ability	Flexibility when required, which could include working overtime as required to provide an excellent service to Gloucester Housing tenants	Resume and Interview