



Position Description

Position Title: Miscellaneous
Landscape-Labor
Created By: Executive Director
Reports to: Maintenance Supervisor
Status: Non-Exempt
Date Created: 11/12/2025

Summary

Under the direction of the Maintenance Supervisor, performs a variety of semi-skilled tasks pertaining to grounds and building maintenance. This includes labor involving the use of mechanical equipment and related duties as assigned.

Essential Duties and Responsibilities

- Mow, trim, edge, and blow lawns using push/ride-on mowers, string trimmers, and blowers
- Plant flowers, shrubs, trees, and sod; spread mulch and topsoil
- Prune trees, shrubs, fence lines and hedges using hand tools and power equipment
- Install and maintain seasonal flower beds and decorative features
- Perform spring/fall cleanups (leaf removal, debris hauling, gutter cleaning)
- Assist with basic hardscape tasks (e.g., laying pavers, edging beds)
- Load/unload equipment and materials from trucks/trailers
- Follow safety protocols and maintain a clean, organized work site
- Perform winter clean-up, including snow/ice removal using shovels, snow blowers, salt spreaders, and related equipment.
- Work efficiently as part of a 2 person crew

Behavioral Competencies

We are seeking hardworking and reliable laborers to join our team for year-round activities. This hands-on role involves maintaining residential and commercial properties through mowing, planting, mulching, pruning, and general landscape upkeep. No prior experience required — just a strong work ethic and willingness to work outdoors in varying weather conditions.

Education and/or Experience

Landscape experience is a plus but not required — we will train!

Physical Demands and Other Requirements

- Physical Ability: Lift 50+ lbs, stand, bend, kneel, and walk for extended periods
- Availability: Work schedule is Monday – Thursday from 8:00 – 4:30 and Friday from 8:00 – 12:00.



- Reliability: Consistent attendance and punctuality are critical
- Transportation: Valid driver's license and reliable vehicle
- Experience: Landscape experience is a plus but not required — we will train!
- Attire: Steel-toe boots, work gloves, and weather-appropriate clothing. Will be provided by Georgetown Housing Authority.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]