

## **Pest Control Attendant/Groundskeeper**

**POSITION SUMMARY:** Under the direction of the Property Manager, performs non-skilled to semi-skilled tasks associated with the maintenance of Decatur Housing Authority properties. This position will provide access to apartments for the pest control service technician.

**ESSENTIAL FUNCTIONS: (All duties listed may not be included in anyone position nor does the list include all tasks found in a position of this class).**

- Provide access to apartments for pest control service technician at assigned properties.
- Must secure the keys that are used to access the units.
- Must be able to walk for extended periods of time, including up flights of stairs.
- Must wear personal protective equipment, as instructed by management, when assisting or walking with the pest control service technician.
- Deal with citizens encountered on the route in a tactful and diplomatic manner.
- Note and report to the Property Manager, or his / her designee, on a daily basis any unlawful pets, smoking, poor housekeeping, or other safety concerns observed in assigned units.
- Assist, as requested by your supervisor or his/ her designee, with the daily upkeep of public housing grounds, buildings, amenities, and the cleaning and removal of trash and debris, including large bulk items.
- Perform assignments without the presence of constant supervision.
- Maintain effective relationships with residents, other maintenance employees, and staff.

### **OTHER RESPONSIBILITIES:**

- Contribute to department objectives by accepting additional assignments and performing related tasks, following departmental guidelines, rules, and regulations in order to meet the overall objectives of the department.
- Perform other tasks and duties as assigned.

## **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Must demonstrate the ability to read, write, follow supervisory instructions, and have the ability to complete required forms.
- Must maintain a valid driver's license, a good driving record, and must be insurable by the Housing Authority's vehicle insurance company.
- Ability to use and maintain common hand tools and equipment such as, but not limited to, trash picker, rakes, hoes, chain saws, etc.
- Ability to operate and maintain mobile equipment such as, but not limited to, mowers, tractors and trucks.
- Good interpersonal, oral, and written communication skills.
- Ability to speak, read and write English.
- Ability to communicate orally with tenants, staff, and supervisors as needed to relay information or instructions tactfully.
- Ability to maintain effective working relations with supervisors, subordinates, staff, tenants, and the general public.
- Knowledge of the safe operation and general maintenance of power equipment, mechanical, hand, and electrical tools.
- Ability to understand and follow oral and written instructions.
- Must be able to work in all types of weather conditions with exposure to outdoor elements, often involving bending, stooping, crawling, and working at heights. Must be able to move from one physical location to another throughout the workday, and use proper safety precautions concerning exposure to hazardous chemicals, dust dirt, solvents, cleaners and lubricants related to work assignments. Must be able to lift up to 50 pounds unassisted.
- Must complete Fair Housing training annually and demonstrate proficiency in Fair Housing laws and requirements through successful passage of the Fair Housing exam required by the Director of Public Housing Operations.