



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: July 23, 2021
Position Closing Date: August 5, 2021**

Job Announcement

**Position: Groundskeeper
Salary: \$25,486 - \$32,587**

Under supervision of the Maintenance Supervisor or designee, to maintain the curb appeal of the property; performs grounds cleaning and custodial functions of property apartments, buildings and grounds

MDHA offers competitive salaries and an amazing retirement program. Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

High School diploma and one (1) year of work experience.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Responsible for cleanliness of the property grounds and common areas;
- Responsible for picking up paper, discarded furniture, trash and other material;
- Cut grass, clean up leaves and debris, plant flowers, trees, shrubbery;
- Insure grounds are cleaned and passes inspection by property management;
- Insure apartment grounds are cleaned and completed within established deadlines;
- Properly uses supplies, chemicals and equipment to insure cleanliness of the grounds;
- Report grounds issues, infestation problems and other maintenance issues to the maintenance supervisor;
- Perform other housekeeping duties;
- Keeps records of work performed;
- Refers the more difficult and complex problems and questions to a higher authority;
- Perform other related duties as directed by maintenance supervisor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Groundskeeping work methods and practices to maintain the grounds and common areas,
- knowledge of proper grass cutting and planting procedures; ability to properly use chemicals, supplies and equipment,
- ability to think logically, make decisions and carry out instructions with limited supervision;
- knowledge of departmental procedures;
- ability to deal courteously with the public;
- ability to establish and maintain effective working relationships;
- willingness and mental and physical ability to perform the duties involved in this classification.
- Ability to perform, with or without an accommodation, physically demanding duties, such as: frequent standing, walking, climbing, bending, stooping, crouching and lifting objects more than 50 lbs.
- Dexterity to operate power and manual tools and equipment with sufficient clarity in speech, hearing, vision and powers of observation; other physical duties as required.

EQUIPMENT USED

Grounds keeping supplies, chemicals and equipment

SUPERVISION EXERCISED

None.

LICENSE REQUIRED

None

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
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Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.