



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

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| PROGRAM/DEPARTMENT Housing LOCATION: Turning Point Commons | CHDC is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer | | |
| JOB DESCRIPTION TITLE: Landscape Technician | <table border="0"> <tr> <td data-bbox="800 648 1175 779"> POSITION STATUS: Regular Full-Time </td> <td data-bbox="1175 648 1489 779"> FLSA STATUS: Non-Exempt </td> </tr> </table> | POSITION STATUS: Regular Full-Time | FLSA STATUS: Non-Exempt |
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| SALARY: Grade 5 | PROGRAM HOURS: Varies | | |

SUMMARY: California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. CHD/HOUSING DEPARTMENT develops and manages housing properties in widely spread communities in the CHD service area.

SPECIFIC RESPONSIBILITIES AND DUTIES: Under the supervision of the Site Manager, the Landscape Technician will perform the following duties:

LANDSCAPING:

1. Mow and edge lawns.
2. Blow off sidewalks and parking areas.
3. Prune trees and shrubbery as needed.
4. Clean up all clippings.
5. Monitor and perform maintenance repairs as needed on the irrigation system.
6. Implement water conservation measures.
7. Coordinate fertilization and herbicide applications as needed per operating budget.
8. Fix any erosion related problems on-site.
9. Keep maintenance equipment in a clean, safe, well maintained condition.
10. Maintain for review of the Site Manager a weekly log off all maintenance performed on the Grounds.

GROUNDS CLEAN UP:

1. Remove/dispose fallen leaves and other debris.
2. Clean gutters annually as needed following safety protocols.
3. Police the grounds daily for trash.
4. Clean the garbage enclosures weekly or as needed. Inform the Site Manager when a large item(s) (i.e. couches, mattresses) requiring a special pick up is left in the trash enclosures.

MAINTENANCE:

- A. Assist the Maintenance Technician or Site Manager in all maintenance projects, as necessary.
- B. Complete maintenance work orders and associated documentation as assigned.
- C. Painting, interior and exterior as assigned.
- D. Actively participate in the safety program and provide meaningful suggestions for working safely.
- E. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

COMMUNICATION SKILLS:

- A. Work and communicate effectively with a wide variety of individuals and groups in English both orally and in writing.
- B. Write annual work plan and reports as may be required.
- C. Computer literacy.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, fractions, and percentages.
- C. Create and interpret charts and/or graphs.

REASONING ABILITY:

- A. Establish and maintain professional relationships with residents, management, vendors, employees, volunteers.
- B. Ability to solve problems, resolve conflicts effectively, and use effective judgment in crisis situations
- C. Maintain appropriate boundaries with residents and employees both on and off duty as defined by CHD policies.

QUALIFICATIONS

EDUCATION:

High School Diploma or GED

EXPERIENCE:

- A. Minimum two years' experience with basic electrical, plumbing, painting, and carpentry repairs, as well as basic landscaping installation and general maintenance desirable.
- B. Experience working in a residential setting is desirable.

WORK CONDITIONS:

PHYSICAL DEMANDS:

This position requires:

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| Frequently: | Walking, Seeing, Hearing, Speaking, Standing, Bending, Twisting Lifting up to 25 lbs, Carrying, Pushing/Pulling |
| Occasionally: | Stooping, Lifting up to 50 lbs, Squatting, Kneeling |
| Seldom: | Climbing, Sitting, Lifting up to 75 lbs |

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment represents typical conditions that an employee encounters while performing the essential functions of this job. The majority of the work hours will be performed outside. The noise level in the work environment is usually moderate.

OTHER:

May require some local or overnight travel on behalf of CHD.
May have some exposure to hazardous materials or conditions.

CERTIFICATION, LICENSES AND REGISTRATIONS:

- A. A Valid California Driver's License.
- B. Proof of insurance on personal vehicle.
- C. Recent satisfactory DMV printout of driving record.
- D. Fingerprint and background clearance required.

ACCEPTANCE and CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions and all other aspects of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date