

# Hudson River Housing, Inc.

## Position Description

**Position:** Environmental Services Technician

FLSA Category (Check one):     Exempt                     Non- Exempt

Primary Site Assigned to: Various HRH Locations

Immediate Supervisor: Facilities Supervisor

### **General Description:**

The Environmental Services Technician .is responsible for the upkeep and appearance of all sites as assigned. In addition to landscaping and snow removal, will assist in general housekeeping at all sites and room turnovers as assigned. This position will also be responsible for routine service to HRH owned vehicles and equipment. May be required to shadow maintenance staff to perform basic repairs.

### **Principal Duties:**

1. Provide detailed landscaping for all buildings and grounds. Participate in various landscaping tasks as assigned. These tasks may include but are not limited to: Cutting of grass, weed whacking, pruning of shrubs, hedge trimming, raking, planting, seasonal clean up, etc... Duties must be performed on an aggressive schedule to complete all HRH owned properties as needed during peak months.
2. Adhere to all safety requirements related to assigned tasks. Wear protective safety equipment as necessary or as required.
3. Maintain order in the storage and work areas. All equipment must be returned at the end of the day to its proper location.
4. Assist in housekeeping and room or apartment turnovers as assigned. This may include: removing any belongings left by previous tenants, stripping and waxing floors, cleaning of carpets, cleaning all appliances and any other duties necessary to prepare the unit for occupancy.
5. Perform regular inspections of all equipment to be used by the Environmental Services Department.
6. Daily removal of outdoor trash on all HRH properties. This will include trash, cigarette butts and other items disposed of improperly. .
7. Inventory of all landscaping and housekeeping supplies and related equipment. All supplies needing to be reordered must be reported in writing to the Environmental Services Manager.
8. Provide "On-Call" and emergency assistance as needed. This will include inclement weather situations for snow, ice, flooding, etc. This work will likely be performed during the early morning hours, evening hours and may include working on the weekends.
9. Other duties as required or assigned by HRH Management.

### **Qualifications:**

**Education/Experience:** Must have the ability to read and write in order to communicate assignments and to understand directions on chemicals and equipment. Experience in landscaping, housekeeping and general maintenance repair is necessary.

**Required Behaviors:** Ability to work independently but also able function as part of a team. Must have a good attention to detail, able to follow directions and have a sense of pride in completed work. It is necessary to maintain an openness to a rotating assignment in the daily work schedule. Must also have a high energy level, able to stand for long periods of time, be able to lift at least 70 pounds, go up and down stairs while carrying things, work in extreme temperatures outdoors and able to climb a ladder.

**License Requirements:** Must have a valid NYS driver's license and ability to report to any assigned worksite at the beginning of a shift. .

**Other:** Personal telephone required

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_