

CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER JOB ORDER FORM
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224 N. Center Street, Westminster, MD 21157, carrollworks.com

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Federal Landscape Lead Worker (SSA)_Site Location (Urbana, MD)

EMPLOYER'S NAME: The Arc of Baltimore

EMPLOYER'S PRODUCT/SERVICE: The Arc of Baltimore supports people with developmental disabilities to lead fulfilling lives with a sense of belonging, purpose, and meaningful relationships.

ADDRESS: 7215 York Road, Baltimore, Maryland 21212

PHONE: (443) 279-3200 **FAX:** (443) 279-3413

CONTACT PERSON: Donna Diggs

TITLE: HR Business Partner

EMAIL: ddiggs@thearcbaltimore.org

WEBSITE: Thearcbaltimore.org/joinourteam

JOB DESCRIPTION: If you are a highly motivated individual who enjoys working outdoors and being a part of a team. The Arc of Baltimore is interested in you. We offer full benefits for our staff and on site trainings. If you are interested in this opportunity, apply online at www.thearcbaltimore.org/joinourteam.

POSITION SUMMARY:

THIS POSITION IS LOCATED IN URBANA MD, 8999 Bennett Creek Blvd, Frederick, MD 21704 (10 MILES FROM FREDERICK MD). HOURS ARE 7 AM- 3 PM; M-F.

This is a landscape maintenance position funded through the SSA's Grounds Maintenance contract with Social Security Administration located in Urbana, MD. The government has the authority to use the person in this position for 'utility type work.' When not engaged directly by the government, the worker will be directed by the Site Manager.

DUTIES & RESPONSIBILITIES:

Assist the manager with the professional completion of contract requirements within allotted time.

Assist the manager in ensuring that safety policies and procedures are followed without exception.

Respond to the government's service calls as necessary.

Responsible for all equipment used on contract, including care and safe operation, promptly reporting damage, losses, or maintenance requirements.

Blow debris off sidewalks and patios and remove fallen branches as needed.

Control weeds in planting beds and hard surfaces by hand weeding and with herbicide; prune and shear trees and shrubs; divide, transplant, and plant annuals and perennials; water plant material as needed.

Mowing and trimming as assigned.

Assist maintenance crews; mulch, remove leaves and remove snow as needed.

Policing grounds.

Assist with snow/ice removal.
Complete all agency required trainings for the position.
Perform other duties as assigned by supervisor.

JOB REQUIREMENTS: EDUCATION & EXPERIENCE:

High School Diploma or GED preferred, but not required.
Landscape maintenance experience required (i.e. mowing, trimming, etc.)
Experience working with people with developmental disabilities helpful.

WORKING CONDITIONS:

Valid driver's license and clean driving record necessary, 3 years driving experience.
DOT certification required.
Drive an all-terrain utility vehicle.
Must be able to lift 75 pounds, push, pull, and carry a variety of tools, equipment, and supplies. Requires good physical coordination and stamina, many work locations are very steep.
All work is outdoors year-round. Must be willing and able to work in all weather conditions including heat, cold, rain, and snow.
Assigned work is often dangerous and requires the use of many types of power equipment.
Work locations are often in hazardous locations including parking lots and roadways.
Required to work some evenings, weekends or holidays as required by SSA management and/or The Arc Baltimore manager.

Team Player: Works well as a member of a group

Loyal: Shows firm and constant support to a cause

Detail Oriented: Capable of carrying out a given task with all details necessary to get the task done well

Dedicated: Devoted to a task or purpose with loyalty or integrity

Self-Starter: Inspired to perform without outside help

Goal Completion: Inspired to perform well by the completion of tasks

OTHER JOB REQUIREMENTS: Driver's License, Driver's Record Check, H.S. Diploma/GED, , , , Heavy Lifting, , , , Drug Test Required, Background Check

WAGES PER HOUR: \$20.42

NUMBER OF OPENINGS: 1

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: YES

BENEFITS: YES

Competitive compensations and benefits package.

DAYS OF WORK:

MONDAY 7:00am-3:00pm TUESDAY 7:00am-3:00pm WEDNESDAY 7:00am-3:00pm THURSDAY 7:00am-3:00pm FRIDAY 7:00am-3:00pm

SHIFT: Flexible to work weekends as requested

HOW TO APPLY: <https://arcofbaltimore.prn.mykronos.com/>

WILLING TO TRAIN: YES

EXPERIENCE REQUIRED: YES

EXPERIENCE IN MONTHS: 24-36

MINIMUM AGE: TBD

CLOSING DATE: 04/30/2021

Use Only

Posting Date 03/11/21 Follow-Up Date _____ Pull Date _____ Entered in MWE _____ Staff _____