

## Groundskeeper

Reports to: Facilities Director

Status: FT, Non-exempt

Hours of work: M-F, 7:00am-3:00 pm, with adjustments as needed to meet deadlines and support Museum activities. Evening and weekend on-call availability required.

Supervises: n/a

### **Job Summary:**

The Groundskeeper is responsible for maintaining the attractive appearance and safety of the Museum's grounds and care for indoor and outdoor plantings. Also assist the Facilities Director in daily buildings and grounds operations, repairs and maintenance.

### **Essential Responsibilities:**

- Maintain attractive appearance of the lawn and landscaping, including mowing, weeding, raking, planting, and pruning.
- Walk the grounds and parking garage daily to remove trash.
- Remove snow and ice from walkways and stairs to maintain pedestrian safety.
- Care for indoor and outdoor plantings.
- Assist with preparation of the facility for daily operations and events, including unlocking doors and furniture setups and teardowns.
- Assist with maintenance duties and preventive maintenance tasks as requested by the Facilities Director.
- Serve as backup for the Facilities Director.
- Interact with museum staff and outside agencies as required in order to manage the facility and to meet operational requirements.
- Assist the Facilities Director in planning, coordinating, and directing maintenance activities.

### **Job Qualifications:**

- High school diploma or equivalent required.
- Groundskeeping and horticulture knowledge and 1 year experience required.
- General commercial building maintenance skills and aptitude (HVAC, electrical, plumbing, carpentry) required.
- Ability to interact well with the public, executive level leadership, and staff.
- Ability to work independently or with a team and demonstrate personal initiative.
- Ability to manage multiple ongoing activities while meeting deadlines.

### **Essential functions (ADA):**

- Ability to work indoors and outdoors, sometimes in extreme environmental conditions.
- Ability to operate power equipment and hand tools including a small tractor, mower, leaf blower, snow blower, scissor lift, and other common building and grounds maintenance tools.
- Ability to communicate and interact verbally, both in person and over the phone.



- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 20 pounds regularly, up to 100 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Ability to climb stairs and ladders, kneel and bend.
- Ability to stand/walk for up to 4 hours at a time.
- Visual acuity to determine the accuracy, neatness, and thoroughness of work assigned.
- Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_  
(Employee name, please print)

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