



Job Title: Groundskeeper
Department: Facilities
Direct Supervisor: Grounds Supervisor
FLSA Status: Non-Exempt
Full-time/Part-time: Full time, 40 hours per week
Pay Rate: \$17.00/hour
Date Prepared/Revised: March 2024

I. SUMMARY

This entry-level position involves work within the facilities department to maintain the RMSC grounds.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. RMSC CORE VALUES

- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mows lawns, trims weeds and rakes leaves as assigned
- Picks up and removes trash prior to mowing designated area
- Trims bushes, shrubs and hedges as assigned
- Maintains garden beds, including preparing soil, planting flowers, bushes hedges or shrubs
- Removal of invasive plant species
- Cuts and removes trees as needed
- Completes snow removal tasks such as shoveling sidewalks, steps and doorways during winter months
- Operates snow plow equipment to clear roads, driveways and parking lots
- Performs routine maintenance of power equipment as assigned
- Performs other related duties as assigned

IV. COMPETENCIES

Informational/Technical:

Appropriate use of the internet and intranet, email, payroll, and phone systems.

Technology, Equipment, Tools:

Ability to use hand tools for general property maintenance and light equipment.

Must have a satisfactory driving record and possess a current, legal, valid, New York State driver's license.

Communications:

Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff.

Decision Making and Reasoning Ability:

Must be dependable, organized, and able to adapt to changing demands and environments; have the ability to apply common sense and understanding to carry out instructions delivered in written or verbal form. Ability to respond to, assess and take appropriate action during emergencies.

Time Management:

Ability to meet established deadlines. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in need of completion.

V. QUALIFICATIONS

High School diploma or equivalent. Experience with grounds keeping required.

VI. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to support individuals with disabilities.

Must be able to walk, stand, bend, climb, ascend/descend stairs without difficulty, use hands to use tools and controls, reach with hands and arms, stoop, kneel and crouch. Must be able to lift and move over 25 lbs. Must have the ability to shovel snow.

VII. WORK ENVIRONMENT

While performing the duties of this job, the employee works primarily in outdoor conditions. May be required to report to work in weather-related or other emergencies when the museum is closed.

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.

Deadline to apply is Apr 19, 2024 please send resume and cover letter to Jessica Colangelo, Director of Human Resources jcolangelo@rmsc.org