

## **Huntsville Botanical Garden**

### **Job Description**

**Title:** Grounds Maintenance Assistant

**Department:** Facilities & Grounds

**Supervisor:** Grounds Maintenance Supervisor

**Supervises:** N/A

**FLSA Salary Classification:** FT, PT, OC, Seasonal

**Last Update:** July 2020

### **Position Summary:**

Performs the Garden's daily grounds maintenance in order to provide a safe, healthy, and effective environment that reflects the standards of operation of the organization.

Performs Garden opening and/or closing responsibilities on a rotating schedule. Adheres to policies and procedures that support the overall mission and strategies of the organization through maintaining the grounds, assets, support systems and physical appearance of the Garden in an exceptional manner.

### **Essential Functions:**

- Works independently and with other department staff to perform basic grounds maintenance tasks, which may include; trash pickup, parking, clearing pathways, opening and closing activities, etc.
- Assists with support of Grounds Security by checking and securing buildings, gates, structures, and Garden property.
- Provides day to day support of outdoor Garden activities needs related to grounds usage, venues, equipment, trash removal, and security.
- Performs grounds repair services including, exhibit installation, visitor amenities and directional signage, structural maintenance, pathway repairs, and guest experience enhancements (i.e., water features, train).
- Works with volunteer resources applicable to the functions of Grounds activities.
- Assists in providing a safe and accessible workplace is maintained in compliance with OSHA, ADA and all other regulatory requirements. Follows best practices that may contribute to the Garden's safety and wellness.
- Works collaboratively with members of the facilities and grounds department as well other departments to support both the goals of the department as well as the entire organization.
- May occasionally perform duties of Facility Maintenance Assistant
- Other duties as assigned.

### **Qualifications:**

High School Diploma or G.E.D. required. Some knowledge of general maintenance disciplines required. Previous experience in general maintenance, repair, construction, or other hands on technical field or preferred. Experience in a complex environment of multi-building campus serving a public 7-day a week operation is a plus. Must possess a valid driver's license, which is subject to insurability and an annual Motor Vehicle Record (MVR) report.

**Success Factors:**

Exemplify Core Values. Strong interpersonal communication skills. A self-starter who is skilled at problem solving and the ability to identify issues, and consider multiple solutions. Maintains high standards and demonstrates a strong attention to detail.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Physical Demands:** Requires a significant level of physical activity: lifting and carrying (up to 75 lbs.), significant amount of walking over varied terrain, and traveling by vehicles. Sense of vision in the normal range with or without correction. Sense of touch and the ability to wear Personal Protective Equipment required.
- **Work Environment:** Garden grounds and office environment. Work is performed indoors and outdoors, in all weather conditions.
- **Equipment:** General office equipment, two-way radio, multiple types of vehicles and trailers, equipment including but not limited to; mini excavator, skid loader, tractors and implements, utility vehicles, blowers, etc) general repair shop equipment and tools.

*Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At Huntsville Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 20% of your duties may change annually*