



## **Job Description: Grounds Crew**

Full-Time Hourly (Non-Exempt), Part-Time Hourly (Non-Exempt)

### **Qualifications**

The Grounds Crew Workers perform semi-skilled work in the maintenance, care, and modification of Park grounds and landscapes which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Grounds Crew Workers also perform maintenance on groundskeeping equipment and tools and make minor repairs (within demonstrated capability) as directed. The Grounds Crew Workers change light bulbs, paint walls, woodwork, furniture, and equipment, make minor carpentry, plumbing, and electrical repairs, deliver supplies, materials, and equipment as needed, provide custodial services, etc. The Grounds Crew Workers will have basic computer skills, preferably in Microsoft Office Suite and timekeeping/timeclock apps.

### **Description of Responsibilities**

The Grounds Crew Workers reports directly to the Grounds & Facilities Manager.

**Grounds Maintenance:** Grounds & Facilities Manager supervises the Grounds Crew and related activities.

This includes but is not limited to:

- Perform tasks common to the care of grounds and landscape to maintain lawns, no-mow zones, wooded areas, plant beds, mulching, tree maintenance, shrub/bush trimming, weeding, etc.
- Perform regular and directed mowing with riding mowers and trimming/edging around trees, shrubs, plant beds, sidewalks, buildings, and sculptures, and blow away debris with backpack blower.
- Assist with irrigation systems by setting up, adjusting, repairing, and cleaning annually.
- Provides Park-wide general maintenance and repairs to lighting, signage, fences, walls, roads, parking lots, as applicable.
- Removes unsightly trash and debris, dirt, trash, as applicable.
- Assists with snow removal as needed.
- Log information regarding mowing schedules, watering, weeding, cleaning, etc.

**Facilities Maintenance:** Grounds Crew Workers assist the Grounds & Facilities Manager with all building maintenance and events.

This includes but is not limited to:

- Performs preparation, patching, painting, and finishing of building walls, structures, woodwork, furniture, and equipment as needed.
- Assists with replacing light bulbs, furnace filters, and any tracking needed with building maintenance agreements.
- Performs preventative maintenance as needed to buildings and sculptures.
- Performs custodial services following established procedures and guidelines.

- Assists with keeping buildings and tools organized.
- Assists with event set-up and tear-down as needed in cooperation with the Rentals & Events Manager, Development Director, and Program Manager.

**Other:** Business Manager is responsible for coordinating and managing day-to-day office tasks.

This includes but is not limited to:

- Safely operates vehicles, tractors, mowers, equipment following safety procedures, operating instructions, and wearing protective gear as needed/required.
- Assists with the preventative care of sculptures as needed.

Other duties as assigned by the Grounds & Facilities Manager.

### **How to apply:**

To apply for this opportunity, please send a cover letter outlining your skills, significant accomplishments, and why you would like to be considered for the position, a current résumé, and three professional references (will not be contacted without advance permission). Only complete applications will be reviewed. Send full PDF applications to [pwalkenhorst@pyramidhill.org](mailto:pwalkenhorst@pyramidhill.org) or mail hard copy to:

Pyramid Hill Sculpture Park & Museum  
ATTN: Business Manager  
1763 Hamilton Cleves Road  
Hamilton, OH 45013

No phone calls please.