

Woodlawn Grounds Caretaker

Classification: Part-time, up to 32 hours; flexible schedule

Direct Supervisor: Executive Director

Woodlawn is a 180-acre historic property with a house museum (200 years old), a new Barn event space, smaller outbuildings including a cottage, two miles of forested trails, open fields, a croquet court, and gardens. The property hosts groups and individuals dawn to dusk year-round while the house museum is only open seasonally. The needs for grounds management include gardening, pruning, mowing, trail improvements and maintenance, clearing culverts, leaf and snow removal, plowing, etc.

Job Description:

The Groundskeeper is a critical part of the Woodlawn team and is responsible for providing the maintenance and care of the Woodlawn campus and the associated elements and uses of those grounds. This includes understanding and appreciating the management of 180 acres of land, mostly forested. The Grounds Caretaker will proactively maintain the physical grounds with responsibility for enhancing the accessibility and safety, as well as its cleanliness and attractiveness of the inner historic campus and the larger landscape. Equipment maintenance and repairs will ensure all work is performed safely, efficiently and competently, including required documentation, and will be done with sensitivity to serving as an environmental and conservation steward of Woodlawn.

Education & Experience

- High school diploma or general education degree (GED).
- Trade skill certification and/apprentice experience with up to five years experience in one or more of the following: landscaping, gardening, forestry, farming, land stewardship.
- Demonstrated ability to operate large and small equipment and machinery including tractors, tree spades, backhoes, skid steers, log splitter, snow removal equipment, trimmers, blowers, chain saws, and hand tools as well as maintenance vehicles, including a snow plow and mowers.
- Safety training certificates – OSHA/pesticide application (preferred)
- Highly organized with excellent attention to detail.
- Must be able to follow and deliver both verbal and written instruction and adhere to deadlines.
- Must have a valid driver's license and clean driving record as well as the ability to drive a pickup truck with a plow and tow trailers.
- Demonstrated ability to organize daily work and assist team members to complete work assignments.
- Excellent customer service skills and an ability to interact professionally with a broad range of stakeholders (co-workers, board members, volunteers, guests, contractors etc.)
- Basic computer skills and good problem solving abilities.
- Works well independently and as part of a team.

Physical Requirements

- Must be in good physical condition, able to move moderately heavy objects (75lbs.), bend, walk, climb stairs, stand, and move for extended periods of time.
- Must be able to work a flexible schedule which may include evenings, weekends, and holidays.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions year-round and is regularly exposed to cold, wet and /or hot conditions.

Primary Duties include but are not limited to:

- Performs regular maintenance and repair work on the grounds and associated equipment.
- Works in close coordination with other staff and volunteers, in particular the Buildings Caretaker.
- Assists in coordinating the work performed by vendors and contractors.
- Maintains ongoing records of work accomplished, documenting processes and procedures for organizational stability and continuity.
- Regularly communicates with staff about the status of projects and completion deadlines. This includes attending staff meetings and following up with all electronic communications.
- Assists in the planning and development of the annual maintenance budget, with an eye toward cost controls and improved efficiencies and upkeep. Adheres to budgeted priorities and parameters while reviewing variances and emergencies requiring adjustments to stay within budgeted constraints.
- Coordinates with other departments on needs to support programming, special events and rentals for example, moving tables/chairs, setting up and taking down tents, etc.
- Reports and resolves problems swiftly.
- Assists in maintaining an annual inventory of maintenance equipment, fuel & tools including a replacement plan schedule related to groundskeeping.
- Manage lawn maintenance: cutting of grass, edging and trimming along walks, shrub beds and trees, weeding of landscape beds and around trees as needed.
- Snow removal from walks and driveways. Apply salt and calcium to areas as needed to prevent ice hazard conditions. Experience driving a plow truck is preferred.
- Planting of grass, trees, shrubs and bulbs. Assists with the operation of the irrigation system.
- Repairing of gates, walks, driveway, stone walls and irrigation lines as needed.
- Cleaning of drainage grates, ditches and culverts.
- Sweeping of dirt and debris from walks, driveways, stairwells and parking areas.
- Trash and dog waste removal and regularly and going to the dump.
- Performs preventative maintenance on equipment and makes minor repairs as needed.
- Perform special projects as assigned.
- May be required to perform miscellaneous pick-up and deliveries when needed.
- Assist in the recycling program.
- Other duties as assigned.

Conditions:

- The position requires working at least one weekend day each week and being available for occasional programs and events, as well as responding to off-hours emergencies as needed.
- The Grounds Caretaker works mostly outdoors in all weather conditions. He/she must be able to work in adverse weather and environmental conditions as well as on uneven terrain and reach heights up to 25- 30 feet.
- This position requires bending, crawling, lifting, climbing, reaching, dexterity and eye hand coordination.

Schedule:

This is a flexible, year-round position that works in coordination with the Buildings Caretaker to ensure every day coverage of the campus. Normal daily hours are also flexible but generally encouraged as 7:30am-3:30pm. From time to time, evening hours will be scheduled during events or as operations require.

The position may be asked to be on-call or to deal with emergency situations outside of scheduled work hours. These situations should be infrequent and only at the request of the Director, President or manager on duty. Other than emergency situations or designated on call times, the Building Caretaker is not expected to respond to phone calls outside of scheduled work hours.

Benefits/Pay

Hourly rate between \$25-27/hour depending on experience.

Please send your resume and a cover letter describing your interest and experience to director@woodlawnellsworth.org

Woodlawn, P.O. Box 1478, Ellsworth, ME 04605. AA/EOE. Please no phone calls.

Note: Woodlawn may add to, modify, or change this job description at any time, in consultation with the employee. Woodlawn is an equal opportunity employer. The position requires the ability to lift up to 50 pounds and go up three flights of stairs.