

GROUNDS KEEPER Job Opening at the Muckenthaler Cultural Center

JOB SUMMARY

Grounds Keeper is responsible for the care and upkeep of grounds on our beautifully landscaped 8.5 acre estate, the crowned jewel of Fullerton. We host over 70 weddings a year and numerous cultural events and the look of the grounds is key. Although a lot of time may be spent working alone, a grounds keeper may come into contact with a variety of people including children, teachers, contractors working on the site and the police. They may also supervise other staff such as a team of volunteers, other grounds keeper staff, cleaners and gardeners.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

Landscaping Duties –

- a. Watering plants and all grass areas that are not reached by sprinklers
- b. Sweeping all areas as needed
- c. Trimming plants and removing deadwood from trees
- d. Landscaping all areas as needed
- e. Planting gardens as requested by administrator
- f. Managing a volunteer gardening club
- g. Learning the sprinkler system and adjusting as needed
- h. Adjusting irrigation system to weather appropriate settings
- i. Keeping hoses coiled up and out of path ways
- j. Sweeping/blowing all patio, porch, and parking lot areas before events.
- k. Mowing, trimming and replanting areas
- l. Carrying out minor repairs such as unblocking drains
- m. Maintaining the grounds and removing litter
- n. Transferring unused areas from grass to native plants and gardens
- o. Supervising of volunteers, other grounds keeper staff, part-time and intern assistants
- p. Working on a team to set up and take down for events
- q. Storing equipment and supplies safely
- r. Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building
- s. Maintaining a variety of records
- t. Performing related duties as required.

If there is a major problem, the Grounds Keeper will call in specialist help, such as a plumber or electrician. They will also arrange for other contractors and city workers to come on site when necessary.

Hours and environment

Grounds Keeper must be open to flexible hours which are negotiable. This is a $\frac{3}{4}$ time position.

Grounds Keeper spends most of their time on their feet, bending and lifting and often climbing stairs or ladders. For some jobs, protective clothing such as gloves, overalls, dustmasks, and goggles are worn.

Skills and personal qualities

A Grounds Keeper should:

- Horticulture background preferred
- be responsible, honest and reliable
- be practical and good with their hands
- stay calm in an emergency, for example if there is a break-in or fire
- have good verbal communication skills to deal with children and adults
- have some budgeting skills
- understand safe working practices and health and safety legislation
- have some understanding of building construction and design
- be able to interpret technical information
- be well-organized and capable of prioritizing their own work
- be happy to work on their own and/or capable of supervising people
- be flexible and enjoy a varied routine as days can rarely be planned
- be reasonably fit
- should be able to work independently
- should have a natural eye for beautification of the landscape and the facility
- should be able to work as part of a team
- be able to flex duties as needed
- Handyman skills a plus
- Bilingual Spanish or Korean a plus

Eligibility

Candidate must be eligible to work in the U.S. with relevant skills and at least 3 yrs. proven experience in grounds keeping and/or horticulture, or have a degree in Horticulture and one year experience.

There may be opportunities for promotion to supervisory posts, involving responsibility for a team of Grounds Keepers.

A pre-employment (post-offer) Physical Examination is required as part of the hiring process to help determine whether or not the employee/candidate will be able to perform the necessary functions of the Grounds Keeper position. Some examples of the physical activity required of this position include being willing and able to lift 50 pounds and able to work in the hot sun and around chemicals.

DISCLAIMER

This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).

Please email or mail resume to:

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