

**CITY OF SPRINGDALE**  
**Position Description**

**TITLE:** Maintenance/Groundskeeper (full time)

**DEPARTMENT:** Museum

**DATE:** July 1, 2005

**JOB SUMMARY:** Responsible for maintenance and appearance of museum's interior and exterior spaces. Works with director and landscape architect in development of ongoing grounds care and maintenance plan. Works with Director in long-range planning and establishing priorities for facilities maintenance, repairs, and improvements.

**SUPERVISION RECEIVED:** Works under the guidance of and reports to museum director.

**SUPERVISION EXERCISED:** Occasionally trains and exercises direction over volunteer personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Custodial**

- Sweeps, vacuums, dusts, dry mops, wet mops, empties trash and recycling containers, cleans windows, and changes light bulbs.
- Cleans kitchen and restrooms, re-supplying paper and other supplies as needed.
- Strips and waxes floors.
- Uses cleaners and technologies consistent with preservation of museum artifacts as determined by collections manager.
- Monitors museum's mechanical equipment (e.g., HVAC, plumbing), watching for and reporting problems to collections manager and/or director.
- Cleans air intakes and outlets, sump drains, gutters, etc.
- Performs seasonal tasks such as winterizing buildings.
- Does repair work and painting as needed.
- Stay informed on changing products and technology and make recommendations to director.

**Grounds**

- Constructs, plants, and maintains flower beds and vegetable garden.
- Cares for lawns, including seeding, fertilizing, watering, and mowing on routine basis.
- Waters, prunes, and shapes shrubs and trees.
- Constructs and maintains paths.
- Does rock work and light carpentry, as needed.
- Sweeps and shovels walks.
- Is responsible for maintenance and inventory of all tools, groundskeeping equipment, sprinkler systems, and garden water lines.
- Monitors and problem solves for animal, bird, and insect problems on grounds and in buildings.
- Maintains parking lot, sidewalks, signs, and exterior lighting.
- Trains and supervises volunteer personnel in miscellaneous custodial and grounds duties.
- Stays informed on changing products and technology and makes recommendations to director.

## **Public Relations**

- Greets public in buildings and on grounds, answers questions on plants and history, and gives tours of historic buildings.
- Works closely with and assists staff members to provide appropriate setups for programs, meetings, special events, after-hours programming, and other functions on museum property or sponsored by the museum at other locations.
- Assists education staff with programs (e.g., keeping a fire at log cabin) and with student supervision.
- Schedules duties around museum tours and events as needed.
- Performs other duties as assigned.

**PERIPHERAL DUTIES:** Performs variety of miscellaneous duties such as answering phones, picking up supplies, opening/closing museum, etc. Assists other staff in performance of their duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or equivalent, some vocational or technical school preferred; at least five years experience in landscaping, groundskeeping, or similar work environment; sufficient experience to have extensive knowledge of methods, materials, tools, and equipment used in all phases of buildings and grounds maintenance, including basic knowledge of electricity, plumbing, carpentry, and HVAC systems; good knowledge of work hazards, safety procedures, and public safety matters.

**Necessary Knowledge and Skills:** Ability to work on one's feet for most of day and manually operate equipment such as buffers, lawnmowers, etc.; working knowledge of chemicals used in restroom, kitchen, and grounds care; working knowledge of safety procedures and OSHA requirements.

Ability to multi-task and prioritize; ability to be self-motivated and flexible; attention to detail; ability to work in team-oriented environment; ability to communicate effectively; ability to establish and maintain effective working relationships with volunteers, assistants, director, other City departments, and the public; ability to read and speak Spanish a plus.

**TOOLS AND EQUIPMENT USED:** Vacuum; floor stripper/waxer/buffer; lawnmower; weed whacker; leaf blower; chainsaw; basic carpentry tools; basic plumbing tools.

**PHYSICAL DEMANDS:** Frequently required to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, and grasp; frequently lifts and/or moves up to 50 pounds. Stamina and ability to work for extended periods outdoors in all seasons and weather conditions. Vocal communication required for expressing or exchanging ideas verbally. Hearing required to perceive information. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:** Subject to inside and outside environmental conditions, noise, vibration, hazards, and extreme weather conditions. Potential exposure to hazards such as chemicals, fumes and dust, and insect bites. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.