



MASSACHUSETTS HORTICULTURAL SOCIETY

Horticultural Center at Elm Bank • 900 Washington Street • Wellesley MA 02482 • 617-933-4900 • MassHort.org

3/1/2020

JOB DESCRIPTION

POSITION TITLE: Assistant Groundskeeper

REPORTS TO: Director of Operations

WORKS WITH: Director of Operations, Functions Manager, staff, volunteers, and interns

POSITION TYPE: Hourly. April 1st-December 1st seasonal employment

HOURS PER WEEK: 40

SHIFT SCHEDULE: Monday-Friday 7-3:30 with Saturday rotations every other week.

JOB DESCRIPTION AT MASS HORT: The Assistant Groundskeeper is responsible for the maintenance and care of the grounds at Mass Hort, the buildings as required including light janitorial, the walkways, and roadways.

JOB RESPONSIBILITIES:

- Performs a variety of tasks in the maintenance and operation the Gardens at Elm Bank, and buildings and grounds.
- Lawn and garden maintenance to include spring/fall cleanups, mulching, weeding, mowing & trimming of bed edges.
- Janitorial tasks when necessary
- Operates a motor vehicle to assist in carrying out the business of the Society
- Performs minor semi-skilled interior building maintenance such as painting, carpentry, and other trades work
- Assists with maintenance on irrigation systems
- Performs routine maintenance on lawn and power equipment
- Landscape construction projects
- Operational maintenance as directed by Director of Operations
- Opens and closes, locks and unlocks facilities and gates as needed
- Assists in setting up and taking down equipment for society and function programs
- Prepares facilities for Society and function program use

- Provide daily work orders, and reports as requested by the Director of Operations
- Provides additional services as requested by the Director of Operations
- Submit time sheets in a timely fashion to supervisor
- Other duties as may be assigned by the Director of Operations

QUALIFICATIONS:

- High School diploma/GED
- 3 years or more in the field of landscape and grounds maintenance
- Ability to work out doors in all weather
- Knowledgeable about gardening maintenance
- Working knowledge of equipment, materials and supplies used in building and grounds construction and maintenance.
- Working knowledge of equipment and supplies used to do minor repairs
- Working knowledge of first aid and applicable safety precautions (Red Cross course, OSHA, etc). If not already obtained, candidate must be willing to go through training process
- Skill in the operation tools and equipment
- Ability to work independently and to complete daily activities according to work schedule
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions
- Ability to communicate orally and in writing
- Ability to understand, follow, and transmit written and oral instructions
- Ability to establish and maintain working relationships with co-workers, supervisors, other Society personnel and the public
- Ability to use equipment and tools properly and safely

COMPENSATION: TBD

Please forward any resumes along with any questions to the following:

Dan Brooks- Director of operations

dbrooks@masshort.org

