



Job opening: Seasonal Grounds Person

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.



POSITION SUMMARY: The Grounds Person is responsible for helping to maintain the buildings and grounds of The Brinton. This includes grounds, custodial, maintenance, events, equipment and ranch duties. Their duties help support The Brinton, the staff and the grounds. All duties should be done in a thorough, safe manner, with the ability to handle multiple demands on their time.

ESSENTIAL DUTIES AND FUNCTIONS:

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback. Interacts with other members of the museum's staff to share information and to collaborate to achieve the museum's strategic objectives.

Grounds:

- Assists with mowing, weed eating, and fertilizing on the Quarter Circle A Ranch
- Responsible for the upkeep and maintenance of the lawn and garden tools
- Helps to ensure the irrigation systems on the Quarter Circle A Ranch are properly working and aimed
- Assist with snow removal, if necessary
- Assist with sweeping and clearing leaves and debris from lawns, paths, steps and drains
- Undertakes minor construction and landscaping work
- Uses and maintains hand tools and basic light machinery
- Uses cylinder and rotary mowers and petrol based mechanical tools
- Adjusts mower height as required to ensure quality of cut in line with growth.
- Routinely checks mower for damage and oil levels to ensure safe usage.
- Drives vehicles and equipment (including tractors) as required for grounds maintenance operations
- Ensures vehicles and equipment used by self and team are regularly maintained in accordance with routine operating requirements.
- Applies chemicals where directed
- Keeps the tool store clean and tidy

Custodial/Buildings:

- Assist with completing daily and weekly cleaning schedules which include bathrooms, sweeping/mopping all floors, vacuuming rugs and carpeted areas, taking out trash, wiping down stainless steel, washing windows, running floor scrubbing machine, and other duties as assigned

- Assist with scheduled maintenance for all equipment and building systems
- Assist with necessary building repairs

Events:

- Assist with setting up and taking down of equipment for both museum events as well as private event rentals.
- Assist with parking and shuttling guests
- Assist with clean up after events working with The Bistro managers with anything they need
- Deliver the catering trailer to necessary locations

Ranch:

- Assist with fixing fences and spraying weeds
- Assist with wildlife habitat improvements
- Assist with constructing and maintaining the nature trail
- Performs all other related duties as assigned by management *

* These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

QUALIFICATIONS AND SKILLS:

- Values team members and works to be part of the solution when problems arise
- Ability to work independently and manage time effectively
- Enjoy working outdoors in the element's year round
- Exhibits responsibility and takes ownership
- Hardworking and easy to get along with
- Friendly, caring and responsible
- Positive attitude that supports the team and the work that needs to be done

EDUCATION AND EXPERIENCE:

- Valid Driver's License
- Groundskeeping experience a plus
- Must be a reliable worker who is able to perform routine tasks without supervision
- Must be willing to work weekends to assist with events

COMPENSATION AND BENEFITS:

- Hourly wage, \$15.75

***Qualified candidates please email cover letter and resume to
receptionist@thebrintonmuseum.org
To learn more about The Brinton Museum go to thebrintonmuseum.org***