



## **Job opening: Seasonal Grounds & Facilities Person**

**POSITION SUMMARY:** The Grounds & Facilities 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:**

#### **Grounds:**

- Assist 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 that the irrigation systems on the Quarter Circle A Ranch are properly working
- 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 Bistro catering trailer to necessary locations

**Ranch:**

- Assist with fixing fences, spraying weeds
- Assist with wildlife habitat improvement s
- Assist with 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:**

- High School diploma or equivalent required
- Groundskeeping experience a plus
- Must be a reliable worker who is able to perform routine tasks without supervision
- Must be willing to work some weekends to assist with events

*Qualified candidates please email cover letter and resume to [asutphin@thebrintonmuseum.org](mailto:asutphin@thebrintonmuseum.org)*

*For questions regarding the position please contact Andy Sutphin at 307-763-5932.*

*To learn more about the Brinton Museum go to [www.thebrintonmuseum.org](http://www.thebrintonmuseum.org)*