



THE H.E. BUTT FAMILY FOUNDATION

POSITION PROFILE **Groundskeeper**

February 2018

POSITION SUMMARY: The Groundskeeper works to maintain and beautify grounds, planters, trees, and shrubs according to HEBFF standards in support of the Canyon programs to enhance retreat experiences.

PROGRAM MISSION: Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of HEBFF. At the core of the mission of Canyon Operations is to provide facilities and services that contribute to meaningful retreat experiences.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, and Flexibility and Learning.

ESSENTIAL FUNCTIONS:

- Meet with Director of Facilities daily to discuss standards and update priorities for the Groundskeeping Team
- Carry out the duties as directed
- Monitor and maintain assigned areas according to HEBFF standards
 - Grounds are mowed, trimmed, and weeded according to appropriate retreat scheduling; planters are weeded and mulched and maintained in good condition
 - Trees and shrubs are trimmed and pruned on a regular basis to maintain the beauty of the Canyon, the safety of our guests, and the overall health of the plants.
 - Paths and general site are kept clean and presentable
 - Irrigation systems and grounds equipment are kept in proper working order
 - Duties are completed in a timely manner
 - Respond to Director of Facilities regarding results of supervisory feedback, correction, and redirection
- Respond when requested for program support, maintenance needs, and/or emergency assistance in other areas and departments
- Assist with improvement projects when assigned

- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Exhibits a positive and cooperative attitude when assigned cross-functional job assignments
- Embraces learning new skills and techniques to accomplish team goals

QUALIFICATIONS:

- Mechanical – knowledge of grounds care machines and tools, including their designs, uses, repair, and maintenance of grounds
- Knowledge of fertilizers, insecticides, and herbicides used in grounds care and gardening
- Ability to repair sod that has been damaged by wildlife
- Special knowledge of plants and grasses native to the Texas Hill Country

COMPETENCIES-Knowledge, Skills, and Abilities:

- Active listening skills in understanding direction provided by manager
- Time management skills in completing task to standards within the timeframe provided
- Adaptability/Flexibility – being open to change (positive or negative) and to considerable variety in the workplace
- Ability to work independently and within a team

PHYSICAL REQUIREMENTS:

- Ability to perform physical work for 8+ hours at a time, with appropriate breaks
- Employee must be able to lift and move items up to 50 pounds
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing throughout the day
- Ability to properly use a ladder

WORK ENVIRONMENT:

- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles
- Ability to work varying schedules based on camping program needs, including some weekends

REPORTING RELATIONSHIPS:

- This position will report directly to the Director of Facilities

For more information and/or to apply, contact sseverson@hebff.org or call 713-303-7086.