



UMLAUF Sculpture Garden + Museum, Austin, Texas
Groundskeeper, Part-Time
Position Description

Groundskeeper

Job Description

Job Title: Groundskeeper

Reports to: Director of Operations

Hours: Part-Time, 20 hours a week, Mondays 8am-4pm + Wednesday & Friday 9am-2pm

Salary: \$15-20/hr., Dependent upon previous experience

Job Summary:

The UMLAUF Sculpture Garden + Museum Groundskeeper will provide general grounds keeping and maintenance services to the Museum and Garden. The Groundskeeper will be responsible for performing ongoing landscaping maintenance, weekly maintenance walkthroughs, assist in coordination with landscape and facility vendors, and routine maintenance of Museum equipment and storage shed. The groundskeeper will also assist with occasional volunteer day coordination at the museum, managing task development for teams of up to 30 volunteers. Our Museum and Garden cover roughly 8 acres of natural garden space. We host on average 50,000 guests per year and routine maintenance will assist us in providing a well-presented space for both public and private events.

Essential Duties:

Include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by the Director of Operations.

- Cleans grounds and removes litter, takes trash to road on Monday evening
- Responsible for daily upkeep of the property buildings and grounds, varied tasks
- Responsible for the care, maintenance, and inventory of all supplies and equipment owned by the UMLAUF
- Responsible for reporting unusual or extraordinary circumstances regarding property
- Opens gates and coordinates with any contracted landscaping crews
- Perform pruning, trimming, and overall plant maintenance
- Weed, aerate, and maintain public spaces
- Responsible for safe operation of powered tools and equipment
- Occasional use of chemical and organic treatments to maintain vegetation
- Occasional general handyman duties as assigned (to include painting, repairs and light construction)
- Perform weekly walkthroughs of space and report any issues to the Director of Operations



- Be aware of and operate within OSHA (Occupational Safety & Health Act) standards and company safety policies at all times
- Responsible for thorough knowledge of garden and facility operational policies, and applicable city/local ordinances
- At all times responsible for courteous, efficient response to guests, volunteers, and staff

Seasonal Duties:

- Spreads salt on public passageways to prevent ice buildup during inclement weather
- Seeds or sods lawn areas as needed during slow months (winter/summer)
- Preparing beds for volunteer plantings
- Removal of invasive species

Supervisory Duties:

Groundskeeper will assist in coordinating with the following vendors:

- Landscaping Companies (lawn care)
- Irrigation review (Landscaping Company)
- City of Austin, PARD Sub-departments
- Janitorial Company
- Kitchen Equipment Maintenance Company
- Window Cleaners
- HVAC Maintenance Company
- Other routine maintenance companies

Dress Code:

Casual dress is encouraged due the outdoor nature of the position. Jeans, Work Slacks, Work Boots suggested. One (1) Museum T-Shirt will be provided.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School Diploma or GED required, or equivalent combination of education and experience. Prior garden, landscaping, and construction experience a plus.

Language Skills:

Fluency in English preferred; with the ability to read contracts, invoices and work orders. Spanish bi-lingual ability a plus, but not required.

**Computational Skills:**

Ability to measure, calculate and forecast for purchasing requirements. Examples may include, estimating compost for plant beds, calculate wood for construction, et al. Ability to use Mac and Windows system preferred with general computer use.

Reasoning Ability:

Ability to carry out detailed written or oral instructions. Ability to evaluate problems involving few concrete variables, in standardized situations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

The UMLAUF is an equal opportunity employer committed to creating a diverse, equitable and inclusive environment.

Please submit resume and brief cover letter via e-mail to operations@umlaufsculpture.org for review. No phone calls please.

Closing date: June 3, 2022