

Job Description: Grounds Supervisor

Date: Spring 2024
Title: Grounds Supervisor
Department: Facilities
Position Reports To: Director of Operations
Status: Non-Exempt / Full-time, 40 hours per week (eligible for overtime)

Summary: This position is critical to creating and maintaining attractive and functional exterior spaces of the Center's buildings and ground, and related infrastructure.

Job Duties:

- Hires grounds crew. Trains and supervises grounds crew, manages their schedules, and projects. Provides cross training for new and existing employees on grounds systems.
- Provides feedback to aid in selection of outside contractors hired for exterior buildings and grounds projects. Inspects the quality and compliance of contractors' work.
- Oversees scheduling of grounds-related work to include work orders, contractor projects, event set ups, preventative maintenance, and new construction of exterior exhibits.
- Oversees appropriate purchasing, receiving, stocking and disposal of supplies, materials, and equipment necessary for grounds maintenance and projects. Provides feedback and consults with Director of Operations to manage Grounds budget. Provides recommendations for purchases of new grounds-related equipment and fleet vehicles.
- Manages and performs snow removal.
- Operates and schedules preventative maintenance and repairs for all grounds equipment, snowplows, and fleet vehicles.
- Required to answer maintenance-related emergency calls during off-duty hours as part of on-call rotation.
- Executes a program for ongoing preventative maintenance for grounds and related structures/facilities. Monitors and makes recommendations related to exterior pest control.
- Operates various equipment as needed.
- Participates on Safety Committee.
- Assists Facilities with set-ups and other work as requested.
- Occasionally performs additional tasks as requested.

Competencies:

- Aptitudes to know and/or learn the equipment and operation to be maintained.
- Ability to supervise and cross train employees of different knowledge levels.
- Organizational skills to create and execute plans and schedules related to positions, including ordering of supplies and input and adherence to budget for multiple roles.
- Team-oriented attitude to reach goals of Ops Department and the Center.
- Computer competencies for Center systems including Outlook, Microsoft Office, and Word.
- Excellent visitor services and communication skills.

Supervisory Responsibilities:

- 4 – 6 Grounds employees, full-time and seasonal.

Required Education and Experience:

- Four years of work experience as a supervisor required. Grounds supervisor experience preferred.
- A strong knowledge of landscaping, irrigation, snow removal, are required. Exterior building maintenance, general construction, carpentry, and low voltage wiring preferred.
- High School Diploma or equivalent required.
- Demonstrated experience with visitor events and experiences.
- A.A. degree in a related area preferred.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		x		
Standing			x	
Walking			x	
Bending Over			x	
Crawling		x		
Reaching		x	x	
Crouching		x		
Kneeling		x		
Balancing			x	
Pushing/Pulling			x	
Lifting/Carrying				
10 lbs or less			x	
11 lbs to 25 lbs			x	
26 lbs to 50 lbs			x	
51 lbs to 70 lbs	x			
Manual Dexterity			x	
Fine Motor Skills			x	
Gross Motor Skills			x	
Eye/Hand Coord.			x	
Near Vision			x	
Far Vision			x	
Color Recognition			x	
Hearing			x	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	x		
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat	x		
Excessive Humidity/Dampness			x
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners	x		
Working Around Fumes/Smoke/Gas	x		
Walking on Uneven Surfaces	x		
Motorized Equipment or Vehicles	x		
Working With Machinery/Motorized Equipment	x		
Climbing on Scaffolds or Ladders (Step Stool)	x		