

## **Job Description: Seasonal Grounds Crew Member**

**Date:** Summer 2025  
**Title:** Grounds Crew Member (Seasonal)  
**Department:** Grounds  
**Position Reports To:** Grounds Supervisor  
**Status:** Non-Exempt / 40 per week Full-time (eligible for overtime)

**Summary:** Responsible for daily care and maintenance of the Center's outdoor spaces as directed.

### **Job Duties:**

- Empties garbage cans, picks up litter, cleans gutters, curbs, and sidewalks. Reports observed issues to Grounds Supervisor.
- Mows, trims, and edges lawns. Reports observed issues to Grounds Supervisor.
- Inspects, adjusts, and repairs irrigation system as directed. Reports observed irrigation issues to Grounds Supervisor.
- Keeps landscape beds clean by removing weeds, leaves, and other debris as directed.
- Installs and maintains new plantings as directed.
- Assists with occasional outdoor and indoor event setups, as directed.
- Safely operates and maintains all equipment as directed and trained. Reports observed equipment issues to Grounds Supervisor.
- Washes, vacuums, and cleans fleet vehicles as directed.
- Assists with snow removal as directed.

### **Competencies:**

- Ability to work outdoors during all weather, including lifting heavy materials and equipment.
- Ability to learn proper and safe operation on landscape-related equipment.
- Ability to work with others.
- An eye for detail.
- Problem-solving skills.

### **Supervisory Responsibilities:**

- None

### **Required Education and Experience:**

- This is an entry-level position.

### **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.

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### 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	
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		