

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Supervisor, Groundskeeper
<b>Department:</b>	Operations
<b>Supervisor:</b>	Operations and Facilities Manager
<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Monday - Friday 6:30am to 3:30pm with occasional scheduled weekend hours
<b>Issue/Reissue Date</b>	7/10/2019

### Job Summary:

Under general supervision of the Operations and Facilities Manager, the Groundskeeper Supervisor plans, organizes and directs the work of the landscape maintenance staff, to maintain, enhance and develop the gardens and grounds of the Honolulu Museum of Art and associated properties.

### Minimum Qualifications:

- High school diploma or equivalent.
- Minimum 5 years' experience in grounds keeping with at least 3 years' of experience leading a landscaping/maintenance team; or equivalent combination of experience and/or education consisting of comparable knowledge, skills and abilities.
- Knowledge in using power mowers, trimmers, digging equipment, clippers, hedgers, rakes and other common garden tools. Abides by OSHA safety standards.
- Willingness and ability to do a variety of grounds and maintenance tasks.
- Effective communication skills with the ability to work independently and in a team setting.
- Valid Driver's License.

### Desired Qualifications:

- Knowledge of cultivation, weed control, seeding and planting of lawns, various plants and trees.
- Knowledge in application of fertilizers, insecticides and herbicides used in grounds care and gardening.
- Trade school / apprentice program graduate and/or certification in landscape trades.
- Ability to assist and communicate with a diverse group of people; an interest in the Honolulu Museum of Art and a willingness to assist visitors of the museum.

### Essential Duties:

- Takes personal pride in creating and maintaining attractive grounds.
- Coordinates tasks via established schedules, plan, prioritize, assign, supervise, review and participate in various work assignments of landscape maintenance operations.
- Establish and enforce operating procedures and work standards that will ensure adequate performance and personnel safety.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
- Evaluates employee performance to ensure work assignment completion; ensure safe, industry standard work techniques are utilized.
- Identifies staff development and training needs and ensures training is provided within budget.
- Perform payroll related tasks such as approving timesheets.
- Perform personnel-related activities, such as hiring workers, evaluating staff performance, and taking disciplinary actions when performance problems occur.
- Assist other groundkeepers in performing duties as necessary to meet deadlines.
- Understands basic landscaping principles and works with the Operations Department to suggest and/or follow through on new plantings.

- Maintains all lawn areas, including fertilizing, watering, weeding, raking, reseeding, and mowing.
- Trims, cuts, fertilizes, plants, and replants all hedges, bushes, potted plants and trees.
- Maintains green areas in parking lots; waters, trims, rakes, and mows, etc. Removes any trash in and around green areas.
- Performs routine maintenance on watering systems including hoses, sprinklers, drip and drainage.
- Applies herbicide and pesticide chemicals to grounds, trees, bushes, shrubs, and lawns as needed to control plant diseases and insects.
- Operates power lawn mowers, edgers, hand tools, and other machinery used in ground maintenance and landscaping activities.
- Performs minor maintenance and repair on equipment and tools as required.
- Maintains records of all grounds maintenance such as fertilization, replanting, tree trimming, etc.
- Other tasks as assigned.

**Traits and characteristics:**

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand. Sense of humor and flexible approach to the position is a must.

**Working Conditions and Atmosphere:**

Works mainly outdoors where conditions can be cool, hot, wet and windy. Ability to climb stairs, walk on uneven, and occasionally slippery surfaces. Ability to pull, push, lift and carry up to 50 pounds with occasionally heavier loads. Ability to bend, stoop, kneel, crawl, and crouch. Work areas can be dusty, humid, have various kinds of chemicals, fumes and odors. Noise level is usually normal, but may be loud when using power equipment.

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Due to the nature of the responsibilities, evening and weekend work is sometimes required.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.