

NorthBay

Lead Grounds Technician



Position Title: Grounds Lead Technician
Department: Grounds
Reports Directly To: Facility Manager
Reports Indirectly To: Operations Director

Directly Supervises: Grounds Projects
Indirectly Supervises: Grounds Team
Date: July 26, 2023

SUMMARY:

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a Grounds Lead Technician to be responsible for the overall grounds maintenance of NorthBay and supervision of all grounds projects. This position calls for hands-on involvement and inspection, care of landscape and grounds, prioritization, managing project teams and contractors, researching and implementing projects.

NorthBay is looking for a highly motivated individual who is both task-driven and team-oriented. Successful candidates will have at least 3 years of supervisory experience and 5 years' experience in grounds maintenance. Excellent, positive communication skills and the ability to multi-task are vital to this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In collaboration with the Facilities Manager, develop and implement an annual master plan for planting ornamentals, raised bed upkeep, cluster upkeep, natural area management, pond maintenance, tree pruning, bush trimming, turf upkeep and irrigation.
- Supervise and assist in all operations of the Grounds Department including maintaining of all lawns, trees, beds, gardens, shrubbery, plants, ponds, and irrigation systems.
- Serve as main Point of Contact for Facilities Manager to keep updated on projects, issues and daily task expectations and follow-up.
- Vehicle repairs, preventative maintenance and cleaning.
- Maintain all parking lots, recreation fields, and areas surrounding guest accommodations and public buildings.
- Training employees on the use of the equipment and safety standards and policies.
- Installing and maintaining exterior signs and decor.
- Maintaining all Grounds and Maintenance associated equipment and machinery.
- Removing snow and ice from roads and walks.
- Trash removal and firewood replenishment as needed.
- Planning, purchasing and coordinating seasonal decorating.
- All other duties as assigned as they pertain to assisting the Facilities Manager, Operations Director, Maintenance Department and Executive Director.

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.

NorthBay

Lead Grounds Technician

Able to operate, maintain and fix lawn care equipment. Horticultural and turf management background preferred. Ability to implement and initiate necessary plans to ensure proper maintenance of grounds. Able to supervise paid and volunteer workers. Basic computer knowledge and experience.

EDUCATION and/or EXPERIENCE:

Training in Horticulture, Turf Management or related field preferred. High school diploma or GED required. Five years experience in grounds maintenance. Knowledge of native and non-native plants and best practices for eradicating invasive species preferred. Three years supervisory experience required.

SUPERVISORY RESPONSIBILITIES:

Responsibilities include the direct supervision of grounds workers and other staff assigned to grounds tasks. Occasionally students may be assigned to work details for disciplinary reasons and the grounds team may need to coordinate and supervise these work details. Summer guest groups who supply an outdoor crew, AmeriCorps volunteers or any group that volunteers to do grounds work will also be supervised by this person.

LANGUAGE SKILLS: Strong communication skills required, both verbal and written.

LICENSES, CERTIFICATES, REGISTRATIONS:

IPM training and certification preferred.

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. Must be able to work in high humidity days, as well as below freezing conditions. This person must be able to climb ladders, bend over, work in tight spots and/or sit and stand for long periods of time. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision 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.

May be exposed to occasional unsanitary conditions, unpleasant odors, and hazardous (concentrated chemicals);
Work with and around children; Working outdoors in all conditions depending on the season;
May be asked to work on-call hours including some weekend duties; the noise level in the work environment is usually moderate.