

Seasonal Grounds Crew Member

The National Cowboy & Western Heritage Museum is looking to hire **2 Seasonal Grounds Crew Members** to help maintain our beautiful 30+ acre campus year-round. This position will perform a variety of duties to maintain hardscapes, landscapes, walking paths, plantings, ponds, the irrigation system, fountains, etc. Provides safe and visually pleasing grounds for all who visit the Museum during normal business hours and special events. This position is from 6:30 am to 3:30 pm, with a 30-minute lunch break. This position will have to work a few events that are outside normal working hours.

NOTE: These positions have the possibility of converting to full-time employment if the candidate is successful in the role.

ESSENTIAL FUNCTIONS:

- Takes daily action items from the Horticulture and Grounds Manager, then communicates that tasks have been completed and expectations are achieved.
- Mows and edges grass to keep it at appropriate levels for the grass type, using safety precautions of stopping when a person walks within 15 feet.
- Performs regular weeding. Knows and understands which plants are wanted and which are weeds. Bags weeds and disposes of them appropriately.
- Plant and mulch flower beds as directed.
- Picks up trash on grounds, parking lot and empties outdoor trash cans.
- Prunes and trims small trees and shrubs on grounds and hills.
- Rakes leaves and keeps streams and ponds free of debris and bags for disposal
- Prunes, plants, and assists in the removal or replacement of shrubs, plants and flowers; pruning of trees and replacement and removal of trees that are diseased or damaged, or trees that constitute a hazard.
- Notices and removes or fixes obstructions, hazards, i.e., limbs, leaves, etc. on sidewalks or grounds.
- Helps maintain clean and orderly storage sheds by cleaning and putting tools away after each use, locking the shed when leaving it unattended.
- Follows procedures and guidelines related to safety, safe operation of equipment and equipment maintenance tasks.
- Responsible for wearing the appropriate PPE in accordance with the handbook and grounds guidelines. Adheres to standards set by the Museum, Horticulture and Grounds Manager.
- Blowing leaves out of dwellings in Licho, in front of entrances, and off sidewalks.
- Assist in maintaining and repairing tools and equipment.

- Assists in maintaining structures such as fences, benches, and outbuildings.
- Work as a team member focusing on a cooperative work environment.
- Arrives to work on time, keeps cell phone usage to a minimum, and hustles to get the job done in a timely and efficient manner.
- This position is considered crucial, and attendance onsite is expected.
- Must have a valid OK driver's license to use the truck on grounds or to get gas in vehicle.

Other duties as needed

- Assist with Museum table and chair set-ups or break-downs as needed.
- Assist in hoisting and lowering Museum flags, including weekend scheduling.
- Shall be available for occasional weekends or evenings to support Museum events, such as Chuck Wagon.
- Other duties as assigned, and tasks that are not listed but are within the competence of this position.
- Watches hours and does not go over 40 hours per week unless authorized by the Manager.

REQUIRED EXPERIENCE:

1 year of experience in lawn care.

SKILLS / APTITUDE Required to be successful in the position:

- Ability to operate a variety of lawn equipment and tools.
- Ability to understand verbal directions and execute with minimal supervision.
- Must be flexible and able to work effectively in a team environment and consistently maintain a professional and respectful demeanor/attitude with staff, co-workers, and the public.
- Willingness to gain knowledge.
- Ability to read and understand written material and equipment manuals.
- Communicates clearly and effectively
- This position is often in contact with Museum guests and must maintain a high level of customer service and a customer-oriented and friendly attitude.
- Ability to present oneself in a highly professional manner to others and understand that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Use of appropriate safety equipment for the job.

PHYSICAL REQUIREMENTS:

- Outside working conditions, continually exposed to heat, cold, humidity, dust, wind, etc.
- Exposed to plant and tree pollens, bee or wasp stings, poison oak, ivy, or sumac and/or other allergy-causing agents.
- Subject to working on or around slippery surfaces such as wet sidewalks, mud, ice, snow, and oil.
- Exposed to hazards due to lifting, cleaning, and using tools and/or equipment.
- Lift up and carry up to 50 pounds; Team lifts shall be performed if items exceed 50 pounds.
- Ability to move and navigate safely over uneven terrain.
- Often and constantly reaches above shoulder height.
- Often and constantly pushing and pulling 50 pounds.
- Frequently twisting, bending, crawling, squatting, kneeling, crouching; up to 6 hours daily.
- Frequent use of hands; able to grasp, handle and squeeze.
- Ability to stand, kneel or walk for long periods of time; up to 8 hours daily.
- Use of sight, hearing and speaking is required.
- Will work near moving objects such as traffic and equipment.
- Exposed to toxins and chemical irritants such as fertilizers, pesticides, and herbicides, etc.
- Noise level may be loud at times, and earplugs are required.

The Museum is a smoke-free environment, including the grounds.

This position is classified as a “safety-sensitive” position by the National Cowboy & Western Heritage Museum in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. If a “safety-sensitive” employee tests positive for marijuana, even if such employee has a valid medical marijuana license issued by the State of Oklahoma, the employee will be removed from performing their safety-sensitive functions and appropriate disciplinary actions will be taken, up to and including termination.

If interested, please send your resume to: HR@thecowboy.org.