

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Groundskeeper
Department:	Operations
Supervisor:	Maintenance Lead, Art School
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	Mon-Fri 6:30am to 3:30pm with occasional scheduled weekend hours
Issue/Revised Date:	07/08/2015

Job Summary:

Under general supervision, the primary responsibilities of this position is to maintain, enhance and develop the gardens and grounds of the Honolulu Museum of Art School

Minimum Qualifications:

- High school diploma or equivalent.
- Two years of grounds landscaping/maintenance experience; 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.
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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 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.
- 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.

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.