



POSITION DESCRIPTION - Grounds Assistant

Reports To: Head of Grounds

Linda Hall Library is seeking a full-time Grounds Assistant to join our team.

The Linda Hall Library is one of the world's foremost independent research libraries devoted to science, engineering, and technology. Through the Library's collections, programming, and strategic partnerships, the Linda Hall Library brings science to life in new and relevant ways to help others better understand the world in which they live. A nonprofit, privately funded institution, the Library is open to the public free of charge.

JOB PURPOSE:

Reporting to the Head of Grounds, the Grounds Assistant performs a variety of manual and semi-skilled tasks associated with the day-to-day maintenance and upkeep of the urban arboretum and Library grounds. The Grounds Assistant will apply basic groundskeeping techniques and elementary arboricultural and horticultural practices to complete daily activities.

KEY ACCOUNTABILITIES/ESSENTIAL FUNCTIONS

- Mow grass, rake leaves, string trim, and edge sidewalks and driveways.
- Weed flower and mulch beds and along the curbing and walls, refresh mulch around tree rings.
- Assist in the planting of grass seed, shrubbery, trees, and plants.
- Trim and prune trees, shrubs, and hedges with direction.
- Remove snow and ice from sidewalks, drives, steps, and parking areas.
- Assist with applying fertilizers, herbicides, and pesticide to the lawn, trees, bushes, shrubs, and planting beds.
- Operate and maintain a variety of landscaping equipment including but not limited to power lawn mowers, two-cycle equipment, and motorized utility carts.
- Monitor automobile traffic in the parking lot, issue parking violation notices.
- Assist with after-hour event parking control.
- Other duties as assigned.

Education and Experience

- A high school degree or GED equivalent.
- Previous experience with a broad range of landscaping duties, including commercial mowing is required.

Core Capabilities

- Attention to Detail: Follows policies, procedure, safety, and security measures in using various equipment. Work requires little or no checking.
- Initiative: Requires minimum supervision and is self-directed within the scope of their accountabilities.
- Teamwork: Participates actively in accomplishing group goals, doing their share willingly.
- Flexibility: Alters normal procedures to fit a specific situation to get a job done and/or meet goals. Understands other points of view.
- Diversity: Understands and respects practices, customs, values, and norms of other individuals and/or groups. Demonstrates appreciation of the unique contributions of other individuals and peers. Behavior and actions show investment in the institution's commitment to diversity

Benefits:

- Consistent Monday - Friday schedule, no travel
- Work life balance including generous Paid Time Off schedule
- Medical and dental insurance
- Flexible Spending Account (FSA) and HSA option
- 403(b) plan with company match after 6 months of service
- Life insurance
- Paid long-term disability

Working Conditions and Physical Demands

Work is performed outside in varying weather conditions; noise level can be unusually loud for short periods. While performing the duties of this position, the employee is regularly required to walk, stand, use hands and fingers, grip, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk and hear. Ability to regularly lift and carry up to 70 pounds. Sitting 10%, standing/walking 90%.

TO APPLY: Please submit an application (available at <http://www.lindahall.org/employment>), cover letter, resume, and references to personnel@lindahall.org.

COMPANY VALUES/STATEMENTS

The Linda Hall Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.