JOB POSTING

Position Title: Groundskeeper
Department/Division: Tifft Nature Preserve
Reports To: Director, Preserve Operations
Status: Part-time/non-exempt

Overview:
The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historied organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

Tifft Nature Preserve includes 264 acres adjacent to Buffalo's Outer Harbor. Protected as a natural area in the mid-1970s, the land was previously used as a dumping site and a transshipment facility between lake freighters and railroad. Nature has long since reclaimed the landscape and a 75-acre remnant of a once sprawling coastal wetland remains tucked away on the eastern half of the Preserve.

Summary of Position:
The Groundskeeper is responsible for upkeep of trails, built recreational infrastructure, and grounds at Tifft Nature Preserve. The person in this position will also perform maintenance and custodial tasks within the Environmental Education Center and serve as the primary back-up for daily custodial tasks when regularly scheduled custodial staff are unavailable. The duties of this position are primarily outdoors and will vary seasonally based upon needs.

The Groundskeeper will be regularly scheduled to work 4 days per week for a total of 28 hours. The daily schedule for this position will be 7am to 3pm. This position will be scheduled on Saturdays and Sundays, with the other two weekly workdays remaining flexible. The person in this position will be occasionally scheduled to work evenings with advance notice.

Essential Responsibilities:
- Maintains trails, parking areas, grounds, and walkways at Tifft to be free of encroaching vegetation, fallen limbs, and litter.
- Mows and maintains lawns and picnic areas.
- Repairs Preserve infrastructure as needed, including replacing signage, repairing damage to benches or boardwalks, and repairing ruts/potholes in trails and driveways.
- Works outdoors for extended periods of time in winter to clear snow from parking areas, walkways and steps using a shovels, snowblowers, snowplows, and ice melt to ensure all walkways and building entrances are safe and accessible for guests and staff.
- Completes routine custodial tasks, including cleaning of walls, ducts, and windows, and detail cleaning of building spaces.
- Performs room setups and tear downs and assists in the movement of furniture and equipment as required to prepare facilities for events such as exhibition openings, private

events, meetings, facility rentals and education events.
- Gathers and empties trash receptacles for proper disposal and pickup.
- Monitors quantities and regularly reports on the status of supplies and equipment.
- Assists with minor repairs and maintenance of physical buildings, doors, windows, railings, ceiling tile, etc. including minor electrical and plumbing repairs and painting.
- Safely operates, cleans, and performs basic maintenance on a variety of hand tools, power tools, and power equipment, including chainsaws, cordless tools, mowers, string trimmers, snowblowers, skid steers, UTVs, trucks, and trailers.
- Assists with the preventative maintenance of the Society vehicles, including general repairs, tire changes, oil changes, inspection and registration records, etc.
- Follows all established standard operating procedures and policies relevant to position.
- Additional duties as assigned.

Education, Experience, Skills, and Qualities Required:
- Minimum of AAS degree in Facility Operations or similar field.
- 1-year experience as a custodian, janitor. building technician, or landscaper.
- Able to take and follow direction, reliable, consistent, and self-motivated, working both independently and as part of a team.
- Broad mechanical, electrical, plumbing and carpentry knowledge and experience.
- Able to interact with staff and patrons in a professional, friendly, and willing to help manner.
- Competency with computers and basic software including MS Office, Word, Excel, and Outlook.
- Dress appropriately for duties in clean clothes, free of damage and stains.
- Able to work flexible hours including weekends, holidays, and evenings.
- Maintains reliable transportation.
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality, as well as to sincerely enjoy work and colleagues
- Communicate and build relationships with employees at all levels across the Organization.

Physical Demands:
- Able to read and understand printed labels, directions, and schedules.
- Able to communicate effectively with people in person, by telephone, email, and over a two-way radio.
- Able to lift, carry, and walk with a minimum of 40 pounds.
- Able to use stairs and ladders, walk long distances, and stand for extended periods. Work will be performed in a standing / walking capacity 80% - 90% of the time. May be exposed to extreme cold and hot weather conditions
- Physical dexterity required to access remote spaces (roof, ceiling crawl spaces, etc.) as well as ability to lift and move items of various weights and sizes
- Operate a variety of equipment: drills, hand tools, electric saws, lifts, mowers, snowplow, skid steer, chainsaws, dollies, carts, ladders, shovels, cell phone, computer, etc.
- NYS Driver's license in good standing is required.

To Apply:
The hourly rate for this position is $20.00 per hour. Interested candidates should send cover letter and resume to careers@sciencebuff.org.

Equal Opportunity Employer:
The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.