

Assistant Grounds Supervisor

Position Summary: This position fulfills the Arboretum's mission by being responsible for following conservation practices and creating an excellent visitor experience for our members and guests. The grounds and facility team is charged with the maintenance, care and condition of the Arboretum grounds, gardens, trails, parking lot, and visitor center. This role will be responsible for following direction from the Maintenance and Grounds Supervisor, fulfilling activity logs, accurately completing timesheets, and communicating with the Supervisor and Executive Director in a professional and effective manner.

Preferred Qualifications and Skills

Education

- High School Diploma (or equivalent)

Experience

- 2+ years professional facility and/or grounds experience
- Experience working with and maintaining landscaping equipment
- Professional experience leading a team
- Basic understanding of plumbing, electric, construction,
- Must possess a valid Minnesota Drivers License

Skills

- Basic computer skills including Microsoft Office
- Must have a variety of trade skills for both interior and exterior work
- Must be able to work outdoors
- Must be able to follow direction
- Attention to detail
- Shows initiative
- Works well independently and with team members
- Good physical stamina and manual dexterity
- Commitment to the environment preferred
- Must be able to lift up to 60 pounds



Job Duties and Responsibilities

- Train staff, workers, and volunteers on Arboretum processes and safety procedures
- Maintains professionalism with staff, volunteers, and partner organizations
- Clear and effective communication with team members and management
- Maintain organization safety standards
- Communicate and record work completed using Arboretum operational procedures
- Maintain accurate timesheets, maintenance logs and activity reports
- Assist the Supervisor in determining major repairs and renovations
- Assist Supervisor by regularly inspecting property and buildings to identify and communicate problems to Supervisor (electrical, plumbing, structural problems and other maintenance)
- Assist Supervisor by creating great first impressions throughout the grounds and facilities
- Assist in keeping the shop organized
- Comply with all health and safety regulations and practices on site
- Conduct preventative maintenance work as assigned
- Maintain a positive “can do” attitude
- Take pride in the mission of the Northland Arboretum through the care and management of its 420 acres
- Follow the policy and procedures set forth by the organization as written in the Employee Handbook.
- Duties as assigned by the Supervisor or Arboretum Director





