

## Adena Mansion and Gardens Society

### Job Description

**Job Title:** Grounds/Maintenance Crewmember  
**Job Grade:** Seasonal full-time

**Summary:** Under general direction, responsible for maintaining the historic, natural, or prehistoric site property

#### Essential Duties and Responsibilities:

- May complete routine building maintenance and custodial work such as cleaning, washing windows, and mopping floors; assists in performing minor building repairs; participates in scraping, sanding and painting projects.
- May perform grounds maintenance duties such as mowing, weeding, and general grass and weed management; participates in grounds and forest management activities and operates associated maintenance equipment.
- May operate and maintain mowing equipment, tractors, trucks, snow blowers and other equipment used in the maintenance and operation of the historic site.
- May participate in general site maintenance work and opening and closing procedures.
- May patrol and perform light security work involving the public's safety and protection of historic site property.
- Other duties as assigned.

**Supervisory Responsibilities:** N/A

#### Qualifications:

- High school student or high school graduate or the equivalent training and experience. Prior work experience of six (6) months or more in a related position helpful.
- Must be able to read and comprehend instructions and communicate effectively with the public.
- Minimal mathematical skills required.
- Skill to operate hand tools, power tools, a variety of custodial equipment and machines, and mowing equipment.
- Ability to apply a common understanding to carry out a variety of instructions.
- Must have a clean background with no criminal history, or history of drug abuse.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job requires frequent bending, reaching, stooping, and kneeling. May require standing, sitting or walking for long periods of time. Requires full range of eye-hand coordination and manual dexterity to operate tools, etc. Requires normal range of hearing and vision. May require lifting up to 75 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed indoors and outdoors, and in all weather conditions. Frequent exposure to dust, dirt,

water and wet working conditions. Frequent exposure to chemical and noxious fumes and odors. Involves walking speaking, and frequent contact with staff, volunteers, and the public. Work may be stressful at times. Weekend work and some irregular hours are required.

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