

The Menil Collection Employment Opportunity

Title:	<i>Groundskeeper</i>
Department:	Facilities
Reports to:	Grounds & Custodial Supervisor
Status:	Full-time, Non-exempt from overtime
Work location:	On-site
Hourly wage:	\$18.00

General Responsibilities

The Menil Collection is renowned for its beautiful and welcoming green spaces. The Groundskeeper position is responsible for maintaining the museum, park, and rental property grounds to the highest standard of care. The Groundskeeper reports to the Grounds and Custodial Supervisor and works closely with the Facilities Department on other maintenance tasks for the museum and its properties.

Specific Duties

1. Safely operate a variety of equipment required for maintaining small and large public and private grounds areas. (Equipment includes but is not limited to electric and/or gas-operated mowers, riding lawn mowers, tractors, leaf blowers, and similar equipment.)
2. Maintain gutters, downspouts, French drains, and roof drains in a clean and working condition. Conduct regular inspections and cleaning of building exteriors and roofing systems.
3. Undertake landscape, maintenance, or custodial projects as assigned by the Grounds and Custodial Supervisor.
4. Work with the custodial team to clean, stain, and wax flooring, clean windows, move furniture, shampoo carpets, adjust skylight covers, etc.
5. Escort and supervise contractors throughout the grounds, and in certain instances, within museum buildings in sensitive environments requiring high levels of diligence and adherence to security protocols.
6. Understand all operations of lawn irrigation systems, make repairs and adjustments to sprinkler lines and sprinkler heads. Hand-water select areas as needed.
7. Provide the continual removal of litter, pet waste, plant debris, and ensure the proper disposal of campus refuse in associated receptacles.
8. Monitor and aim the museum landscape lighting.
9. Monitor, clean, and arrange exterior outdoor furniture, benches, and signs.
10. Undertake the set-up and removal of equipment, tables, chairs, stages, etc., for special events and programs.
11. Participate in storm preparation for hurricanes, flooding, freezing, or other significant weather events. Presence may be required on-site throughout the event.
12. Perform emergency tree trimming as needed.
13. Clean and maintain assigned components of exterior museum sculptures, art installations, and donor signage as directed by the museum's Conservation Department.
14. Perform other related duties and assignments as required.

Qualifications

1. Must possess a valid State of Texas driver's license, clean driving record, and pass a criminal background check.
2. Proficiency in spoken and written English is required.
3. Excellent interpersonal skills and a team player.
4. Ability to safely operate and maintain various automobiles and transport vehicles, such as a tractor, utility truck, and golf cart.
5. Ability to safely operate and maintain groundskeeping equipment such as hammer, screwdriver, wrench, saw, lawnmower, edger, chainsaw, and leaf blower.
6. Ability to work in extreme temperatures and humidity levels for extended periods.
7. Ability to: routinely lift, move or carry objects over 80 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically leveled surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects, and to reach with hands and arms; use EPA approved cleaning or pest control chemicals.
8. This job requires working outdoors in all kinds of weather. The general work hours are between 7:00 a.m. and 4:00 p.m., Monday through Friday; however, the workload may require extended overtime hours to complete the necessary projects, special event functions, or emergency assistance.
9. TCEQ Irrigation Technician License or willingness to obtain a license.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.