



## POSITION DESCRIPTION

**Mission:** Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

### **CAMPUS MAINTENANCE MANAGER**

**DIVISION: ADMINISTRATION**

**REV:** 03/12/19

**FULL-TIME, NON-EXEMPT**

**MAJOR RESPONSIBILITY:** The Campus Maintenance Assistant Manager is responsible for maintaining and improving Foundation campus facilities and systems in a safe, functional and attractive manner. The incumbent operates independently to perform most tasks, and maintains decision-making protocol with the Director of Administration with regard to landscape and facilities duties.

**REPORTS TO:** Director of Administration

#### **ESSENTIAL FUNCTIONS:**

1. Perform regular general maintenance of campus grounds
  - a. Mow, edge and fertilize lawns
  - b. Weed and mulch landscapes
  - c. Trim hedges, shrubs and small trees
  - d. Remove dead, damaged or unwanted trees
  - e. Planting flowers, trees and shrubs
  - f. Water lawns, landscapes and gardens
  - g. Collection and disposal of site debris
2. Maintain interior/exterior facilities and systems as needed
  - a. Assist Director of Administration with interior maintenance as directed
  - b. Ensure proper operation of site water drainage systems
  - c. Perform necessary maintenance of site roadways, walkways, paths, porches, decking
  - d. Coordinate with External Affairs to ensure campus preparation for site events and rentals
  - e. Coordinate maintenance and warranty service with external vendors as appropriate
  - f. Coordinate snow removal
  - g. Supplement work of contracted cleaning staff as needed
3. Maintain comprehensive site maintenance task list
4. Manage inventory of tools and equipment required for site maintenance
5. Lead small teams of staff and volunteers to perform above tasks as appropriate
6. Serve as primary Foundation contact for dealing with outside contractors working on landscape maintenance
7. Source and obtain needed equipment, supplies and tools

8. Work with supervisor on budgets/approvals for purchases and investments

**QUALIFICATIONS:**

***Requirements***

- Associates degree or equivalent experience
- Significant knowledge of and experience in performing general landscape maintenance
- Good verbal and written communication skills
- Knowledgeable of basic OSHA safety regulations
- Proficiency in computer systems
- Excellent attention to detail
- Good people skills and the ability to lead small teams of staff and volunteers, model appropriate behavior among colleagues and in the community, and interact effectively with external constituents, internal management and Foundation staff in general
- Excellent time-management skills and ability to carry out multiple tasks simultaneously
- Work well in challenging conditions and with a diverse population
- Ability to work non-standard weekday hours as circumstances warrant, including some weekend and holiday work; some weekend and holiday work may be necessary at times
- Valid driver's license and have a good driving record

***Preferences***

- Knowledge of meadow systems and similar plantings
- Handyman skills