



Get Up and Go!

JOB DESCRIPTION

POSITION: BAYFRONT CONVENTION CENTER – OUTDOOR GROUNDS CREW

REPORTS TO: Building and Grounds Superintendent

**POSITION
SUMMARY:**

The Bayfront Convention Center outdoor grounds crew is a part-time, “hands-on” position responsible for performing the tasks relative to the maintenance, safety and cleanliness of the its 16-acre grounds. He/she will assist with repair and/or custodial tasks, parking lot operations, landscaping, snow removal as well as assisting. He/she must work closely with the Building and Grounds Superintendent to insure satisfying the Bayfront Convention Center goals and objectives in a most effective and efficient manner. He/she must safely operate and maintain tools and equipment which includes, but not limited to: pickup truck with plow, lawn care and snow removal equipment and associated accessories including, but not limited to snow throwers, forklift, scissor lift, power tools, heating and lighting systems, etc. He/she is expected to perform other duties as assigned by his/her supervisor.

QUALIFICATIONS: The Outdoor Grounds Crew employee must possess a high school diploma or equivalent and/or vocational/technical training. He/she must have the ability to work safely and efficiently. He/she must be able to follow instructions. A general knowledge of tools, equipment, and other general maintenance work is required. He/she must be capable of working with others and be able to communicate with these workers to meet the needs of the tasks at hand. He/she must be able to walk, climb, work at heights, lift fifty pounds and have manual dexterity and motor coordination. He/she must be bondable and pass a security/reference check. He/she must possess a valid Driver’s License.

SALARY RANGE: \$13.00-\$15.00 based on experience



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OUTDOOR GROUNDS CREW JOB DESCRIPTION DETAIL

- The outdoor grounds crew is a hands-on-position responsible for performing all the tasks relating to the general operation, landscaping, snow removal, maintenance, safety and cleanliness of the buildings and grounds.
- He/she will assist with repair, parking lot operations, landscaping, snow removal, and other work as required.
- Utilizes time in the most efficient and effective manner possible.
- Utilizes the resources of the ECCCA in the most efficient and effective ways possible.
- Must be honest, trustworthy, reliable, and dependable and strive to do the best job possible under all circumstances.
- Must work well with fellow employees, as a team member, working toward common goals.
- Must be a self-starter and work extremely well without supervision.
- Must work well under pressure and strive to meet deadlines.
- Must complete work assignments in a timely manner and be neat, organized and strive for accuracy and efficiency.
- Maintains close communication and works cooperatively with the Building & Grounds Superintendent.
- Ability to work at heights.
- Must treat guests and coworkers with courtesy and respect.
- Implements and maintains ECCCA and BCC policies and procedures

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Minority/Female/Disability/Protected Veteran**