

## **The Menil Collection Position Description**

**Title:** *Groundskeeper*

**Department:** Rental Real Estate

**Reports to:** Maintenance Supervisor

### **General Responsibilities**

The position of Groundskeeper is responsible for the daily maintenance and care of the Museum grounds, public spaces, vacant lots, residential and commercial grounds, parking lot areas, and other areas as directed by Maintenance Supervisor.

### **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 mower, tractor, leaf blowers, and other similar equipment.)
2. Maintain gutters, downspouts, and roof drains in a clean and working condition.
3. Conduct regular inspection and cleaning of property gutters and drains.
3. Undertake landscape projects as assigned by the Maintenance Supervisor.
4. Understand all operations of lawn irrigation systems, make repairs and adjustment to sprinkler lines and sprinkler heads, as needed.
5. Undertake the set-up and removal of equipment, tables, chairs, stages, etc. for special events and programs occurring at the Menil Collection or on its campus.
6. Other related duties and assignments as required.

### **Qualifications**

1. Must possess a valid State of Texas driver's license and clean driving record.
2. Must pass a criminal background check.
3. Ability to safely operate and maintain various basic automobiles and transport vehicles, such as a tractor and utility truck.
4. Ability to safely operate and maintain groundskeeping equipment such as a hammer, screwdriver, wrench, saw, lawnmower, edger, chainsaw, and leaf blower.
5. Ability to work in extreme temperatures and humidity levels for extended periods of time.
6. Irrigation Technician License or Certificate of Competency preferred.
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.

8. This job requires working outdoors in all kinds of weather. The general work hours are between 8:00 a.m. and 5:00 p.m., Monday through Friday; however, the workload may require extended overtime hours necessary to complete the required projects and special event functions.

Interested applicants are encouraged to visit the Menil Collection during its hours of operation (Wednesday – Sunday, 11:00 a.m. until 7:00 p.m.) to complete an application. Application materials and hourly wage expectation may also be sent to: Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006, or emailed to: [hr@menil.org](mailto:hr@menil.org)