



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Grounds Crew Leader

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

The Grounds crew leader is responsible for leading the grounds crew members in daily operations and assigned tasks around Medora.

Essential Job Functions:

- The grounds crew leader is responsible for assisting with training and ensuring the safety of the grounds crew.
- Monitoring and correcting the grounds crew's quality of work while in progress.
- Train and work with grounds crew members in the general care of all TRMF properties. This includes, but is not limited to:
 - Mowing
 - Weeding
 - Planting Flowers
 - Watering
 - Garbage pick up around town
- Identify potential tasks or projects and communicating these to the Maintenance Director.
- Being alert to problems in the grounds department. Reporting any issues to the Maintenance Director.

Other Responsibilities:

- Other duties as assigned by the Maintenance Director.
- Be available to work the Medora Musical.

ADA Requirements

- Continuously
 - Stand
 - Walk
 - Balance
 - Talk
 - Hear
 - Reach with hands and arms
 - Lifting up to 25 pounds
 - Carrying up to 25 pounds

- Visual acuity to determine accuracy, neatness and thoroughness of work projects outdoors in various weather conditions including bright sun. Must be able to see details and use visual acuity in operating equipment and supervising operation of equipment.
- Frequently
 - Lifting up to 100 pounds
 - Carrying up to 50 pounds
 - Crouching
- Occasionally
 - Carrying up to 100 pounds
 - Reaching overhead
 - Sitting
- Environmental Conditions
 - Continuously working in hot/heat outside conditions
 - Frequently working in humid conditions
 - Occasionally working in cold conditions
 - Occasionally working with chemicals.
 - Frequently working with sharp objects and heavy machinery
 - Frequently working with grease, oil, and mud
 - Frequently working around fumes, gases, odors, and/or dust.

Qualifications and Education Requirements:

- The Grounds Crew Leader must be in good overall physical health.
- Must be able to sit or stand for long periods of time
- No degree or certification required; however, familiarity with tools and equipment is strongly preferred.
- Valid driver's license.

Supervision:

- This is a supervisory role
- The Grounds Crew Leader reports to the Maintenance Director.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.