



National Butterfly Center

Groundskeeper

(Full-time, Non-exempt)

Position Summary: A groundskeeper is in charge of the maintenance of the park in all aspects, and performs a variety of tasks, including gardening, plumbing, electrical and carpentry, on a regular basis. The groundskeeper will also play a role in the educational programs, field trips, presentations and community events, both at the NBC and off-premises. Responsible for the presentation of the park upon arrival of visitors, members and volunteers. Handles any duties that arise unexpectedly through the day in addition to regular, routine duties. Walks the park daily to learn it inside and out and to be able to identify problems, hazards or out-of-the ordinary situations. Learns the native plants and the butterflies at the park to contribute to visitors' overall experiences at the park. Essential duties include, but are not limited to:

- Weeds, waters and maintains plant beds on a timely basis. Checks weeding and watering calendar and records days & timing of beds that are weeded and watered. Reports to Grounds Manager on plants that have leaves that look weak and discolored, trees that have leaf-less limbs or insect infestation, beds with hard, dry and cracked ground. Waters all, as necessary.
- Trims plants that have dead limbs, plants that are overgrown into the pathways, tree limbs and plants that are out of shape or negatively impact the experience of our members and visitors. Rakes and clears debris from walkways.
- Keeps restrooms cleaned and stocked on a daily basis. Maintains clean floors, counters, walls and fixtures. Restocks toilet paper, napkins, soap and other bathroom supplies. Reports to Grounds Manager when supplies needed. Checks and locks the bathrooms at the end of each day.
- Sweeps and washes Palapas and benches, as needed, as well as picnic tables by the birding area.
- Feeds butterflies, Spike and birds, daily, according to prescribed practices. Makes butterfly 'brew' and takes care of wildlife in the park in accordance with our mission and purpose.
- Picks up trash throughout the park, during the day and before the end of each day.
- Monitors water hoses in use around the park and keeps them out of the way of visitors, and rolled when not in use.

- Secures the grounds when leaving at 5:00 p.m. by clearing the gardens and trails of visitors, volunteers, community workers and members, locking the shed, the back gate, the Gator tractor, the restrooms, and the front gate.

Minimum Qualifications: Requires a high school diploma or equivalent and a minimum of 1 year related work experience. Prefer some knowledge of plants, gardening, plumbing, carpentry and electrical. Ability to communicate in English and/or Spanish. Also requires the following knowledge, skills and abilities:

- Interacts with park visitors with the utmost respect and courtesy.
- Ability to follow daily work orders and daily work schedule.
- Effectively manages daily work schedule and uses time wisely.
- Ability to communicate and work effectively with co-workers and the public.
- Takes pride in the workplace and and personal performance, by continuously enhancing the Center, the environment and its features.
- Demonstrates a love of nature and stewardship of the environment.
- Ability to maintain a dependable record of attendance and punctuality.

Working Conditions: Work is performed mainly outdoors subject to the weather and during daylight hours. Works in sunny, humid, windy, cold and rainy weather. Ability to work comfortably around co-workers and visitors. Some weekend work required.

Physical Demands: Requires the ability to stand, walk and sit. Requires the ability to lift and carry up to 40 pounds and push a wheelbarrow. Also requires the ability to stoop, kneel, crouch, reach, handle, speak, hear and see in color vision. Must be able to operate related machinery and equipment in a safe manner.

This position description is intended only to describe the general nature of the job. It does not represent an all-inclusive listing of the duties, nor o the experience, knowledge, skills and abilities required to satisfactorily perform the job.

*I have read this position description and understand the requirements for satisfactory performance.

(Employee)

(Date)

(Executive Director)

(Date)