

**OREGON COAST AQUARIUM, INC.**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Head Groundskeeper

**REPORTS TO:** Director of Facilities

**JOB SUMMARY:** The Head Groundskeeper is responsible for maintaining the exterior grounds and fixtures in a clean, safe, appealing, and welcoming condition for staff and visitors.

**CORE ACCOUNTABILITIES**

1. **TEAMWORK:** Cooperation, adaptability, flexibility, communication, dependability, supports team goals.
  - Works collaboratively with all Aquarium departments.
  - Establishes and maintains open communications to enhance team effort.
  - Demonstrates flexibility in response to unexpected changes in work volume, emergencies, staffing and scheduling.
  - Fulfills work schedule and commitments.
  - Helps co-workers when assistance is requested and asks other co-workers for assistance when needed.
  - Actively participates on an Aquarium committee.
  - Puts the good of the Aquarium before the good of the department.
2. **RESPECT AND CARING:** Compassion, customer relations, professional behavior, confidentiality, valuing diversity.
  - Uses interpersonal skills, which convey a positive and supportive attitude.
  - Uses discretion in discussions related to staffing or personal concerns.
  - Gives constructive feedback in a non-blaming, positive and confidential manner.
  - Makes continuous effort to identify opportunities to meet/exceed customer needs and expectations.
  - Demonstrates commitment to understanding and valuing individual differences and fosters environment of acceptance, fairness and mutual respect.
  - Establish a vision whereby the needs of customers, other employees, volunteers, Aquarium members, donors, vendors, and members of the community are handled by Aquarium employees in an informative, courteous and respectful manner.
3. **EFFECTIVE USE OF RESOURCES:** Effective use of time, people and supplies.
  - Promotes and supports the effective use of people's talents.
  - Set priorities and schedules work to make the most efficient use of time and personnel.
  - Maintains a clean work environment.

- Promotes cost effectiveness through the proper use and conservation of supplies and equipment.
  - Identifies and shares cost saving measures.
4. **SAFE WORK HABITS:** Safe and attentive work practices.
- Works in a safe manner.
  - Maintains a safe work environment.
  - Reports needed repairs or potential hazards to the appropriate department as soon as identified.
  - Reports all on-the-job injuries and seeks medical attention as appropriate.
  - Stays current on emergency/crisis management procedures.
5. **INITIATIVE:** Self-motivation, takes on project willingly, acts on opportunities to improve, contributes new ideas.
- Supports improvement and innovation in the workplace.
  - Demonstrates awareness of and supports Oregon Coast Aquarium departmental and operating goals through daily work activities.
  - Strives continually for quality improvement.
  - Takes the initiative to identify problems and offer potential solutions.
  - Pursues one's own professional development and contributes to the professional growth of others.

## **LEADERSHIP ACCOUNTABILITIES**

1. **Works toward the success of the Oregon Coast Aquarium as a whole while upholding the Aquariums core values, strategic pathways, mission and vision.**
- Regularly communicates and demonstrates through actions the norms, values and vision of the organization.  
Functions effectively with others to achieve Aquarium goals.
2. **Ensures that internal and external customer expectations are met or exceeded through practices that use continuous quality improvement principles.**
- Consistently projects a customer service focus.
- Fosters awareness of customer expectations.
  - Models responsiveness to customer requests.
  - Resolves complaints to the customer's satisfaction.
- Continuously applies quality improvement principles.
- Demonstrates personal commitment to quality improvement.
  - Builds quality improvement processes into departmental procedures.

3. **Plans strategically and manages resources to produce results consistent with Aquarium plans and goals.**

Develops and manages an effective plan within your area that supports the future direction of the Aquarium.

Achieves results within budgetary parameters

4. **Builds and maintains a work environment that reflects a positive atmosphere, high employee satisfaction and competence and strong evidence of teamwork.**

Makes high quality staffing decisions and effectively delegates work appropriate to staff capabilities

Encourages successful team development by actively involving staff in planning, decision making and solving team conflicts

Creates an environment in which diversity is encouraged and honored

Understands, interprets and consistently applies Oregon Coast Aquarium policies and procedures

Recognizes employees for their positive contributions and accomplishments.

5. **Communicates effectively**

Establishes and communicates clear expectations.

Practices open, clear, consistent communication.

Demonstrates effective listening.

Provides feedback in a constructive manner.

6. **Takes responsibility for development of self and others**

Continues own education to strengthen knowledge to attain current and future goals.

Assists staff in developing their skills and abilities.

**GENERAL ACCOUNTABILITES AND ESSENTIAL FUNCTIONS**

1. Receives general assignments from the Director of Facilities. Develops maintenance management plan for the Aquarium.
2. Identifies the tools, equipment, and supplies required for completing grounds maintenance tasks. Prepares preliminary budget estimates. Implements approved budget effectively. Identifies vendors and negotiates orders and deliveries in accordance with Aquarium procedures.
3. Hires, trains, schedules, supervises grounds staff. Prepares performance appraisals as appropriate.

4. Supervises and participates in the performance of grounds maintenance tasks, including, but not limited to:
  - a. Mowing, pruning, planting, and watering landscaped areas.
  - b. Installing, maintaining and repairing exterior fixtures and structures as needed.
  - c. Installing, cleaning, maintaining, and repairing paths, sidewalks, and parking lots.
5. Operates hand and power tools and maintains them in clean, good working order.
6. Follows safety practices and rules on all tasks.
7. Maintains records and prepares reports, as needed.
8. Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITY**

Supervises the grounds maintenance staff.

#### **KNOWLEDGES, SKILLS AND ABILITIES (Minimum levels)**

High school equivalency required. Vocational training or certification in a related field is preferred. Minimum of five years of experience in landscaping and groundskeeping. Two years in a supervisory capacity desirable.

Current First Aid and CPR certification is desirable. Ability to obtain and hold valid Oregon Driver's License required. Ability to work under limited supervision, both independently and in a team environment.