

OREGON COAST AQUARIUM, INC.
POSITION DESCRIPTION

POSITION TITLE: Groundskeeper

REPORTS TO: Head Groundskeeper

JOB SUMMARY: The Groundskeeper is responsible for performing groundskeeping tasks as assigned to maintain 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.

GENERAL ACCOUNTABILITES AND ESSENTIAL FUNCTIONS

1. 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.
2. Operates hand and power tools and maintains them in clean, good working order.
3. Follows safety practices and rules on all tasks.
4. Maintains records and prepares reports, as needed.

5. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

KNOWLEDGES, SKILLS AND ABILITIES (Minimum levels)

High school equivalency required. Vocational training or certification in a related field is preferred. Minimum of three years of experience in landscaping and groundskeeping.

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.