POSITION: GROUNDS MAINTENANCE ASSOCIATE (SEASONAL)

REPORTS TO: FACILITIES DIRECTOR

The Chesapeake Bay Maritime Museum (CBMM) is dedicated to preserving and exploring the history, environment, and culture of the entire Chesapeake Bay region, and making this resource available to all. As an educational institution, staff fulfill CBMM’s mission, goals, and vision, working individually and collaboratively to encourage the public’s access to our collections, programs, and resources.

Serving more than 90,000 guests each year, CBMM’s 18 acre campus includes a floating fleet of historic boats, 12 exhibition buildings, and changing special exhibitions, all set in a park-like waterfront setting along the Miles River and St. Michaels’ harbor.

SUMMARY DESCRIPTION

Seasonal Grounds Maintenance Staff focuses on the maintenance of CBMM’s 18-acre waterfront campus to include lawns, landscaping, hardscaping, and maintenance of grounds tools and equipment.

KEY ATTRIBUTES

- Excellent communication skills.
- Ability to work well with a small team in a customer facing environment while promoting CBMM’s Service Values.
- Working knowledge of grounds maintenance and landscaping best practices.
- Willingness and ability to perform routine manual work in an outdoor setting.
- Comply with OSHA Safety and Health rules.
- Ability to lift 40 pounds or more.
- A valid driver’s license; clean driving record.

PRIMARY RESPONSIBILITIES

- Maintain organized and neat appearance of lawns, planting beds, gardens, hardscapes,
parking lots, walkways, and fencing, in accordance with industry best practices.

- Safe operation of machinery to accomplish above tasks.
- Trash and recycling removal from all collection points around campus.
- Assist CBMM’s custodial function as needed.
- Maintain working relationships with CBMM volunteers, vendors, and contractors performing work in any area of responsibility.
- Support Facilities department in the setup and breakdown of campus private events, as well as CBMM fundraising events and festivals (weekend and afterhours work required).
- All CBMM employees are expected to have positive-interaction with CBMM guests & volunteers in accordance with our service values.
- Other duties as necessary for the operation of CBMM or as assigned by the DF or CFO.

This position is a part time, seasonal, non-exempt position of CBMM. All staff are expected to be available to work a flexible schedule that may include evenings and weekends.

**Seasonal Grounds Maintenance Staff** are expected to be present for all special events unless otherwise arranged with the Facilities Director and may be assigned to work in a capacity alternate to that defined.