

Menil Foundation, Inc.
Employment Opportunity

Job Title: **Grounds Crew Supervisor**

Department: Properties

Reports To: Director of Real Estate

General Responsibilities:

The Menil Collection campus consists of nearly 30 acres of residential neighborhood with substantial green spaces open to the public, and several museum buildings. The Grounds Manager fulfills a critical position in maintaining the grounds and overseeing landscape projects, including the specialized gardens associated with new building projects. The Grounds Manager supervises both staff landscapers and contract workers, ensuring all work adheres to prescribed safety standards and regulatory requirements applicable to the work.

Specific Duties:

1. Supervise, train, and perform annual employee evaluations of grounds maintenance crew.
2. Ensure the safe and productive use of tools, vehicles, irrigation systems, structures, and equipment utilized in grounds maintenance and associated repair work.
3. Create descriptions of project scope, budgets, deadlines, and preventative maintenance schedules, and assure timely and cost-effective completion of all work.
4. Maintain active Pesticide Private Applicator License in State of Texas; perform all required continuing education requirements for such license; maintain all Pesticide Applicator record keeping required in good form, and ensure proper training of landscape crew on chemical application and usage procedures to ensure compliance with all applicable regulatory standards.
5. Respond to emergency situations in order to confine, resolve, or prevent injuries or otherwise hazardous conditions, i.e., fallen debris, spills, broken glass, broken locks, etc.
6. Coordinate the set-up and removal of equipment, tables, chairs, stages, etc. for special events and programs.
7. Plan and coordinate landscape program projects, e.g., planting, spraying, fertilizing, mulching, watering, transplanting, lawn care, and maintenance.
8. Good communication skills and people skills are essential to the successful performance as assigned duties.

Qualifications:

Because the position of Grounds Manager is a point of contact to the public and residents, this person must present a professional image and conduct themselves in a courteous manner. To perform this job successfully, an individual must have a working knowledge of plants, shrubs and trees commonly used the region. The job duties requires operation of equipment that may be dangerous if improperly used, such as chain saws and lawnmowers requiring the candidate to have a basic understanding and knowledge of this type of equipment, the required safety equipment

required to carry out the duties required, and applicable licenses and training necessary to perform the described duties. The requirements listed are representative of the knowledge, skill, and/or ability required. Bi-lingual (English-Spanish) strongly preferred.

Educations and Experience:

The minimum of a High School Diploma supplemented by (3) years of experience in grounds maintenance and at least (1) year of supervisory experience; a Bachelor's degree in horticulture is preferred along with internship or actual job site experience; or an equivalent combination of education, training, and experience; and the ability to perform labor intensive work to include frequent lifting, pulling and pushing of 50 lbs.; TCLP certification a plus.

Must possess a valid State of Texas driver's license and clean driving record. Must possess and maintain a State of Texas Pesticide Applicators License.

Physical Demands and Work Environment:

This position requires ability to routinely lift, move or carry objects over 80 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; maintain body equilibrium to prevent falling; bend body downward and forward; reach with hands and arms; and move about on hands and knees. This job requires working outdoors in all kinds of weather. The general work hours are between 7:00 a.m. to 4:00 p.m., Monday through Friday with a one hour lunch; however the work load may require extended overtime hours necessary to complete required projects.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter to: Director of Human Resources, The Menil Collection., 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.