



## Colorado Chautauqua Association

### POSITION DESCRIPTION

March 2024

#### Grounds Maintenance Technician

#### Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c) 3 Colorado non-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, music, oration and the arts. Historic significance, traditions, cultural relevance, respite and enrichment are among the community benefits provided by the Colorado Chautauqua.

#### General Description

The Grounds Maintenance Technician (GMT) is a full-time, benefited, non-exempt position. This position performs a variety of skilled and semi-skilled tasks in the maintenance and operations of our historic grounds, including but not limited to mowing, trimming, edging, pruning and snow removal. The technician is expected to have working knowledge of mowing operations and equipment, in addition to foundational knowledge of plant care and health.

Weekend and holiday work is occasionally required in meeting position responsibilities. For emergency and inclement weather reporting this position is considered essential.

#### Major Duties and Responsibilities

- Executes all aspects of mowing operations across our 26-acre facility, including proper maintenance and care of mowing equipment.
- Participates in grounds related maintenance activities including care of plant material, maintenance of grounds infrastructure, minor landscape construction projects, litter control, sidewalk clearing, snow removal.
- Implements various Integrated Pest Management (IPM) Strategies such as aeration, dethatching, organic fertilization, and other organic controls.
- Performs irrigation start-up, repair and winterization.
- Spearheads various landscape construction projects such as flagstone setting and repair.
- Participate in garden maintenance, including planting and caring for the flowers, shrubs, trees, groundcovers, planters, and niche cottage gardens.
- With support from Staff Horticulturists this position liaisons with Volunteer Coordinator on the development and management of volunteer program as it relates to grounds maintenance.
- Occasionally assists with special events, such as tree tours or garden tours.

- Assists other departments as needed such as Facilities, Front Desk, Public Events or Experiences.
- Fulfills alternate duties and responsibilities as required or assigned by Staff Horticulturist.

## **Reporting Relationships**

Reports to Staff Horticulturist. May work with Chief Operations Officer (COO) regarding mowing operations.

## **Required Qualifications**

### **Education**

- High School Diploma or equivalent

### **Experience**

- 3 years of landscaping work experience, preferably mowing operations, and irrigation.

### **Skills**

- Excellent organization and planning skills.
- Able to communicate effectively, both in written and oral.
- Problem solver, with desire to learn, apply, troubleshoot and maximize applications of new and existing technology.
- Working knowledge of equipment, materials, and supplies used in landscaping and grounds maintenance.
- Proficient at various skilled and semi-skilled tasks associated with landscape maintenance, including operation of tools and equipment listed below.

## **Tools and Equipment Used**

High pressure washer, pruning tools, chain saw, chipper, pickup truck with automatic transmission and trailers. Lawn and landscape equipment including mowers, aerators, edgers, weed trimmers, two-cycle engines, seeders, sprayers, spreaders, utility vehicles, sweepers, plows, blowers, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools for turf and garden maintenance.

## **Physical Requirements**

Duties require lifting, pushing, pulling, and/or carrying of objects weighing up to 75 pounds. Must be able to climb stairs and ladders, as well as navigate the site, which has a 200-foot elevation change. Able to work outdoors year-round in all types of weather conditions.

## **Other Requirements**

- Must possess and maintain a valid Colorado driver's license.
- Ability to obtain hoisting license if needed.

## **Additional Qualifications**

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver, as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*