



## Facility and Groundskeeper • Job Description

**Reports To:** TEC Barn Manager

### Overview:

The Facility and Groundskeeper will support the mission, vision, and core values of TEC. This person will complete tasks as assigned by TEC's Barn Manager and will work cooperatively with TEC staff and volunteers.

### Minimum Requirements:

- At the direction of the Barn Manager, help with the maintenance of the facility, arenas, grounds and facility equipment.
- Tend to the maintenance of all facility and grounds equipment.
- Work collaboratively with the Barn Manager, volunteers, and staff to maintain the buildings and grounds.
- Ability to lift 50 pounds and be able to bend, twist, and pull while carrying out job responsibilities.

### Desired Requirements:

- Personal cell phone with unlimited calls and texting capabilities.
- Supervise TEC's facility and grounds' volunteers when the Barn Manager is not present.
- Assist with recruiting, training, and scheduling of volunteers for the facility and grounds chores.
- Effective use of written and oral communication

### Major Areas of Responsibility:

- Communicate with Barn Manager on a regular basis.
- Must possess the ability to create and maintain positive relationships with the general public, volunteers, visitors, TEC staff, and the Board of Directors.
- Works well with other staff members and volunteers; a collaborative team member.
- Requires the ability to follow instructions, be self-motivated, resourceful, meet deadlines, and complete tasks independently.
- Be a detailed-oriented person who exercises excellent time-management and organizational skills.
- Adapts to change and variety in the workplace.
- Communicates appropriately via phone, text, social media, and a personal TEC e-mail address.
- Works a flexible schedule that includes mornings, evenings, weekends, and holidays.
- Assist with the training of volunteers on proper use of necessary equipment to perform assigned task.
- Communicate with volunteers to ensure they are aware of their assignments and have the skills necessary to perform the task.
- Coordinate with the Barn Manager regarding the maintenance and scheduling of required service of equipment.

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[www.tecfarm.org](http://www.tecfarm.org) • (269) 429-0671 • [info@tecfarm.org](mailto:info@tecfarm.org) • **Mailing Address:** PO Box 1250, Niles, MI 49120

**Located at:** Jane M. Hiler Facility, 1207 E. Galien-Buchanan Road, Buchanan, MI 49107

*TEC is a 501(c)(3) nonprofit organization*

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**cont. / Facility and Groundskeeper • Job Description**

**cont. Major Areas of Responsibility:**

- Assist with the maintenance of the arenas to ensure that they are adequately prepared for usage.
- Coordinate with the Barn Manager to ensure the TEC facilities and grounds (stalls, indoor and outdoor arenas, equipment areas, landscape, yard, pastures, driveway, and parking lot are well maintained to ensure the safety of others, including the horses. (This includes snow removal.)
- At the direction of the Barn Manager assist with seasonal facility maintenance including cleaning and exchange of water buckets, heating elements in troughs, fans, lawn mowers, tractor, and other facility/grounds equipment.
- Be part of the team that coordinates barn project days and works with outside agencies for their volunteer workday opportunities.
- At the request of the Barn Manager work with groups/programs that come to TEC.
- Maintain a positive relationship with TEC's neighbors and community.

**Major Areas of Responsibility:**

- Other duties as assigned.

***This is a paid, part-time position. Pay rate is \$12.50 to \$14 an hour based on experience. Approximate work hours per week range from 10 to 15 hours. Interested candidates, please send a cover letter and your resume to Lynn Pica at [lynnpica@yahoo.com](mailto:lynnpica@yahoo.com).***