



Title: Groundskeeping Crew Lead

Reports To: Operations Manager

Status: Full Time

SUMMARY

The Buffalo Niagara Medical Campus (BNMC) is pleased to announce a call for applications for a Grounds Crew Lead (GCL). This position is ideal for an enthusiastic career minded individual interested in the fast paced and exciting world of property and grounds management.

The GCL position will require hands on oversight of the exterior grounds located at multiple BNMC owned and managed properties. The GCL will report directly to the Operations Manager.

ESSENTIAL FUNCTIONS

The **GCL** will be required to provide a variety of services including (but not limited to the following):

- Coordinate and lead workers in routine landscaping and daily grounds maintenance tasks.
- Provide “On the job” training of crew members to ensure effective and efficient performance of all necessary tasks and grounds maintenance services.
- Remove unsightly trash and debris from public areas and BNMC properties by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, lawns, and transporting the trash to designated central collection points on a daily basis.
- Perform maintenance on equipment and power tools with cleaning, changing filters, checking fluid levels, sharpening etc.
- Perform routine and scheduled landscaping and snow maintenance on properties including monitoring and reacting to weather conditions.
 - In Spring/Summer/Fall, responsible for mowing, string-trimming, edging, blowing of sidewalks, curbs, streets and common areas.
 - Remove snow in winter conditions and keep outdoor areas safe during bad weather, including shoveling, plowing, and spreading of ice melt.
- Inventory, assess, and log conditions on the grounds including: lighting, sidewalk and signage conditions. GCL will be expected to be a contributing member of the BNMC team and work with both the Director of Construction and Operations Manager to minimize risk and exposure to liability through coordinated and constant surveillance of grounds conditions.

- Perform painting work including preparation, sanding, patching, and finishing of BNMC signs, building facades, fences etc.
- Prepare outdoor/indoor locations for use by visitors, vendors, and the public as needed by campus operations, including assisting with the set up/breakdown of events.
- Maintain equipment inventory list and report any broken equipment to Operations Manager.
- Safely operate light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
- Contribute to the overall success of the Buffalo Niagara Medical Campus by performing all other related duties as assigned.

QUALIFICATIONS & SKILLS

- Preference given to individuals with proven related hands on grounds management experience.
- Strong verbal and written communication skills,
- Strong interpersonal skills and confident work ethic,
- Pleasant and engaging demeanor,
- Ability to work some weekend and early morning hours as needed,
- Ability to problem solve and prioritize work load,
- Strong computer skills; proficient in Microsoft Suite (Word, Excel).
- Work effectively in a team environment,
- Proven ability to maintain positive relationships with people at all levels of an organization,
- Excellent administrative and organization skills,
- Resourceful in obtaining needed information and resources,
- Capable of managing multiple priorities and projects,
- Detail oriented,
- Capable of maintaining utmost confidentiality,

TEAM VALUES

BNMC is a team environment that fosters intelligent risk-taking to build a community of change makers & develop innovations that advance our city. Core values any member of the BNMC team must embrace include:

- Be inclusive and collaborative
- Drive positive change
- Work on behalf of others

- Imagine possibilities
- Act sustainably and equitably
- Teach, learn from, and respect each other
- Be passionate

ABOUT THE BNMC

The Buffalo Niagara Medical Campus, Inc. (BNMC) is led by a dynamic team dedicated to driving positive change in our community through collaboration and urban revitalization. We support regional development beyond our Innovation District boundaries as well as the opportunity to enhance diversity and inclusion.

The BNMC is committed to building an inclusive and collaborative culture of innovation in Buffalo and beyond – creating vibrant, healthy communities, forging diverse partnerships, deploying new technologies, implementing creative solutions, and always looking for opportunities to create a better future for all.

Our organization also fosters conversation and collaboration across the Innovation District, through our member institutions, their 16,000 employees, and the community; coordinates activities related to sustainable planning, development and enhancement of our 124-acre district; and works to create a distinct, innovative ecosystem that provides opportunities for inclusive entrepreneurship and an active, healthy place to live, work, and play.

BNMC, Inc. is an equal opportunity employer. Interested and qualified individuals from underrepresented populations and/or who live within a 1-mile radius of the Medical Campus are encouraged to apply. The position includes competitive salary and benefits.

HOW TO APPLY:

Applicants are asked to submit a resume and cover letter to employment@bnmc.org. Applications will be reviewed on a rolling basis and accepted until the position is filled. We thank all applicants for their interest, however, only candidates selected for a follow-up will be contacted. No phone calls please.