



Job Description

Job Title: Grounds Crew Member
Status: 30-40 Hours Per Week
Reports To: Grounds Crew Lead
FLSA Status: Nonexempt

SUMMARY OF POSITION:

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

The GCM position will require hands on oversight primarily of the exterior grounds located at multiple BNMC owned properties. The GCM will report directly to the Grounds Crew Lead.

ESSENTIAL FUNCTIONS:

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

- Routine landscaping and daily grounds maintenance tasks.
- Removes 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.
- Performing 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.
- Assist with inventory assessments and log conditions on the grounds including lighting, sidewalk and signage conditions.
- Perform painting work including preparation, sanding, patching, and finishing of BNMC signs, building, fences etc.
- Assist with set up/break down for events.
- Maintain equipment inventory list and report any broken equipment to Grounds Manager.

- Safely operates 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.
- Contributes to the overall success of the Buffalo Niagara Medical Campus by performing all other related duties as assigned.

OTHER JOB DUTIES:

- Actively work to increase personal skills and knowledge
- Perform sundry tasks as assigned
- Other duties and/or projects as assigned by Executive Director/President or COO

REQUIREMENTS/QUALIFICATIONS:

- 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 occasionally as needed
- Ability to problem solve and prioritize workload
- 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
- Preference given to individuals with proven related hands-on grounds management experience

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

About Buffalo Niagara Medical Campus

The Buffalo Niagara Medical Campus (BNMC) seeks to re-imagine our city's future through the dynamic intersection of technology, health, discovery, and collaboration. The BNMC is an enterprise focused on cultivating inclusive innovation in partnership with our community. We do this by improving infrastructure, managing our sustainable transportation system, creating a culture of health and wellbeing, facilitating and nurturing innovation, and working with our partners to drive equitable economic development and growth. www.bnmc.org.

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. The posting will be live until the position is filled. Please note that applications will be reviewed on a rolling basis. We thank all applicants – however, only candidates selected for a follow-up will be contacted. No phone calls please.