

Head Groundskeeper -Interim

William Butterworth Foundation

1105 8 Street

Moline, IL 61265

Organization Mission and Background

The William Butterworth Foundation aims to create a community that values its heritage, serves one another, and finds joy in learning. Our mission is to honor our heritage by supporting service, culture, and education in the Quad Cities community.

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. The sites, Butterworth Center & Deere-Wiman House serve as year-round sites for:

- quality educational and cultural events;
- tours for local, national, and international visitors; and
- meeting space for non-profit organizations valued at over \$400,000 annually.

Position Summary: The Head Groundskeeper is responsible for maintaining welcoming, historically appropriate and beautiful grounds that provide safe and comfortable sites for educational and community gathering space. This position is key to the success of the Grounds Team, works alongside staff to accomplish physical tasks, helps maintain and repair tools and equipment, and supports the work of the Buildings Team, as well as the Community Relations and Programs Departments.

Salary Status: Full-time, Hourly, Non-exempt

Salary Range: \$16-\$19 per hour minimum rate

Reports to: Grounds Supervisor

Supervises: Not Applicable

Work Schedule: 40 hours/week. Most hours will be Monday – Friday, 7:00 AM – 3:30 PM. Some evening/weekends as necessary to ensure safety and/or for special events. Weekday work hours can be flexible to accommodate evening/weekend work; overtime will be rare.

Job Duties

Participate as a member of the Grounds Department in performing departmental duties (70%)

- Work alongside Grounds Team members daily to accomplish departmental projects and tasks.
- Assist with training and, when assigned, supervise seasonal staff and volunteers to accomplish day-to-day projects related to the cleanliness and care of the grounds to ensure safety, and when appropriate, as described in the Historic Structures Review.
 - Comply with OSHA requirements and federal laws regulating the handling and application of pesticides.
- Manage assigned aspects of the grounds; for example, the head groundskeeper may be charged with planning, planting, and maintaining the flower boxes and planters.

- Maintain small engine equipment, sharpen blades, install plows/mower decks, etc.
- Carpentry repair and painting work on grounds features (i.e. trellis, wicker furniture, etc.)
- Inform annual operating projects and budgets.
- Perform daily preparation of public and non-public areas.
- Assist seasonal staff in learning safety methods, procedures, and techniques when operating equipment.
- Provide direction to seasonal staff in the absence of the Grounds Supervisor.

Support other organizational departments (25%)

- Work alongside team members and colleagues from different departments to accomplish Foundation projects and tasks.
- Work closely in partnership with the Buildings Team with tasks such as, but not limited to, the set/strike of rooms, housekeeping (i.e. deep cleaning projects) and general household maintenance tasks.
- Collaborate with the Visitor Services Department to support community groups, educational programs, tours, and special events.
- Provide content for social media as opportunities arise.

Site security and emergency response 5%

Be available for 24-hour, on-call response during extreme weather or other critical events and, on occasion, and emergencies and set/strike needs. (5%)

- Be available for 24-hour, on-call response during extreme weather events and other critical emergencies, as needed.

Expectations for Support of Workplace Culture

All staff work proactively and strategically to promote a positive organizational culture and build an effective team.

- Promote a team atmosphere through collaboration, cooperation and clear communication.
- Strive for overall workplace success by prioritizing the mission and goals of the organization first, support of fellow staff members/team second, and individual job responsibilities third.
- Treat all people (including staff members, visitors, volunteers, and community contacts) with respect at all times.
- Seek opportunities for personal growth and improved job performance through education.
- Provide an excellent experience to the public through fielding questions about the operations, mission and history of Butterworth Center & Deere-Wiman House and helping them find the resources needed or locate the event they are attending.
- Work alongside staff at all Foundation community events, including evenings and weekends as required.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time.

Requisite and Preferred Qualifications

- Ability to lift 50 pounds, to stoop or bend over for extended periods, to climb ladders, and to crawl on hands and knees.

- Valid Illinois or Iowa driver's license is required and must be maintained throughout the duration of employment
- Ability to pass a background check in the areas of sexual offenses and driving records, as well as to pass a drug test.
- Knowledge of small machinery, mowers, and tools
- Ability to sustain 4-6 hours a day of physical activity such as pushing lawn mowers, snow/ice removal, or labor intense activity.

Working Environment

- Outdoor exposure to all environmental and weather conditions (heat, direct sun, rain, snow, insects, etc.)
- Contact with lawn chemicals, gasoline, oil, fertilizer, insect repellent.

Education Requirements

- Preferred – coursework in horticulture, turf grass supplemented by two years of increasingly responsible experience as gardener or turf maintenance worker; or an equivalent combination of training and experience.

Ideal Candidate Strengths

- Has considerable knowledge of annuals, perennials, ornamental trees and shrubs and their use in landscape gardening.
- Knows practical landscape techniques and the methods, tools and equipment used in propagating, raising and caring for flowers and ornamental plants in a historic garden setting.
- Can identify and treat insects and diseases for ornamentals and turf.
- Is knowledgeable about the federal laws regulating the handling and application of pesticides, including the mixing and applying of pesticides and fertilizers
- Is familiar with the operation and care of equipment and tools
- Experience in machinery maintenance and small engine repair
- Ability to prioritize, advise, and multi-task.
- Good verbal and written communication skills
- Familiarity with Word Office Suite, Google Mail, and Calendar & Drive

To Apply

Complete our [online employment application](https://butterworthcenter.com/opportunities) at butterworthcenter.com/opportunities. Questions can be directed to HR@butterworthcenter.com.