

## **Groundskeeping Supervisor, Operations**

**Department:** Operations

**FT/PT:** Full-Time

**Job Status:** Non-Exempt

**Reports to:** Senior Operations Manager

### **KEY RESPONSIBILITIES**

The Groundskeeping Supervisor is part of the Operations team and reports to the Senior Operations Manager. This is a full-time position that requires weekend work. The Groundskeeping Supervisor is responsible for leading and working alongside a team of Groundskeepers in the field in daily hands-on work that contributes to keeping the Island, its open spaces, and its structures in clean and safe conditions for all Island visitors.

Responsibilities include:

- Lead a team of up to 10 groundskeeper's dependent on the time of season, working alongside team to execute daily work.
- Manage team's weekly schedules and timesheet approval.
- Proactively notice issues on Island and address or report them as necessary.
- Assign zones and verify tasks are completed and work documented using an online work order system to track daily tasks and report any issues.
- Clean public space surfaces, fixtures, and furniture.
- Remove leaves and debris using brooms and trash pickers.
- Ensure that Island waste is picked up from tenants on the correct schedule and support the ongoing zero waste goals of the Island by properly collecting and transporting waste (including recyclables, compost, and landfill) from public spaces and vendors to designated transfer stations throughout the Island.
- Collect, transport, and deliver mail and packages to their final destination on the Island
- Report any Island damage or public safety concerns to Operation Managers'.
- Provide support to the Operations team members on a variety of tasks.
- Act as an ambassador for the Island, answering questions from visitors and providing direction to amenities.
- Distribute public park furniture, such as Adirondack chairs and picnic tables, throughout the Island's landscapes and ensuring tables and chairs are properly set up in their zones for visitor use.
- Communicate with the Operations team regarding park infrastructure, cleanliness, zone usage and programming.
- Attend weekly meetings with Operations staff to discuss events/special projects.
- Conduct a bi-weekly inventory of all supplies and equipment used by groundskeepers and report findings to Operation Managers.
- Perform snow removal and ice mitigation on paths, entrances, and other hard surfaces with physical labor to provide appropriate levels of access.
- Other duties, as assigned.

## **QUALIFICATIONS**

### **Education:**

- High School Diploma or GED

### **Experience:**

- Previous experience in facility maintenance and/or park setting preferred.
- Experience leading a team in the field.

### **Skills and Abilities:**

- Displays initiative and dependability working alone or with a team and outside in a park-setting.
- Hardworking, energetic, self-motivated and dedicated to the details.
- Knowledge of proper cleaning techniques.
- Availability to work early morning or late evening shifts, in addition to weekends and holidays.
- Ability to perform physical labor, transporting or lifting equipment weighing up to 50 lbs.
- Driver's license.

**Salary Range:** \$24-\$25 per hour

## **TO APPLY**

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with "Groundskeeping Supervisor" in the subject line. No phone calls please.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

## **ABOUT THE TRUST FOR GOVERNORS ISLAND**

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit [www.govisland.org](http://www.govisland.org).