



JOB DESCRIPTION

Position: Facilities and Grounds Assistant
Department: Facilities/Operations
Reports to: Facilities Manager
Status: Non-Exempt
Location: Salina, KS

POSTING DATE

9/17/2021

About The Land Institute:

The Land Institute co-leads the global movement for perennial, diverse, truly regenerative agriculture at a scale that matches the enormity of the intertwined climate, water, and food security crises. The Land Institute's work, led by a team of plant breeders and ecologists in multiple partnerships worldwide, is focused on developing perennial grains, pulses and oilseed bearing plants to be grown in ecologically intensified, diverse crop mixtures known as perennial polycultures. The Institute's goal is to create an agriculture system that mimics natural systems to produce ample food and reduce or eliminate the negative impacts of agriculture. Through transdisciplinary research and collaborations, we build learning communities to help society cross the threshold into diverse, perennial grain agricultures.

Position Summary

The facilities and grounds assistant ensures a clean, safe, orderly, attractive, and well-maintained appeal to The Land Institute's properties. The Land Institute has become an international hub for perennial agriculture research with an increase in tours, conferences, and collaborators. Ensuring our campus is functional for research and aesthetically pleasing for staff and visitors is vital to accomplishing our research and education mission.

Responsibilities:

Facilities

- Follow maintenance schedules of all buildings and related equipment. Monitor all building equipment and ensure operation with minimal downtime.
- Perform basic mechanical repairs to equipment and buildings. Advanced mechanical skills and ability to troubleshoot systems are a plus.
- Set up and tear down for special events: staff meetings, conferences, Prairie Festival, and other small special events throughout the year.
- As supplement to a hired cleaning service perform cleaning tasks such as dusting, vacuuming, cleaning restrooms and kitchens, office spaces, and similar tasks on a regular basis.
- Restock disposable items in restrooms and kitchen areas.
- Collect and monitor trash for each building on a weekly basis.
- Monitor recycling area and sort into appropriate bins. Take to recycling center as needed.
- Work as a cross-functional team member performing research, greenhouse, grounds, maintenance, custodial, and similar duties as assigned.
- Perform basic mechanical repairs to equipment and buildings.
- Assist research staff with special projects to install facilities and grounds improvements.
- Maintain all cleaning materials, furniture, and office equipment in good working order, working with vendors or contract services as needed.
- Manage service contracts and ensure quality of services provided for facilities including cleaning services, trash service, recycling, etc. Oversee onsite cleaning, trash, and recycling operations.
- Assist in the physical set up of our major annual on-site public event, Prairie Festival.
- Assist research staff with the special projects such as erecting hoop houses, making complementary parts to existing equipment, and similar tasks.
- Work with contractors on equipment repairs and special projects.
- Other duties as assigned.



Grounds

- Coordinate and schedule mowing, snow removal, tree work, temporary labor needs, landscaping maintenance and other projects.
- Coordinate mowing, trash removal, invasive tree removal at the Marty Bender Nature Area.
- Evaluate preventative needs such as adding rock, mulch, erosion control, poison ivy, fence repair, invasive tree control and the like.
- Control rats, mice, gophers, and perform other pest removal as assigned.
- Prevent erosion on grounds by working with supervisor and other staff members to formulate a proactive plan for seeding or grading of potential problem areas.
- Prune and maintain landscaping beds, shrubs, and trees. Remove broken limbs or other debris caused by storm damage. Evaluate landscaping needs and provide suggestions.
- Maintain buildings and grounds in a clean, safe, and orderly manner; mowing, trimming, weeding, removing debris from walkways, culverts, stairways, roadways, planters, building equipment, and parking areas.
- Perform snow removal duties, clearing snow by 8:00 a.m. M-F as needed.
- Communicate with staff mechanic about needed repairs and maintenance on all portable equipment that is used; chainsaw, mower, vehicle, blower, trimmer, and other small equipment.
- Other duties as assigned.

Position requirements:

- High school diploma or general education degree (GED).
- One year or more of related work experience.
- Possess a current state issued driver's license.
- Good communication skills, both oral and written form.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work assignments. Promote teamwork and a positive atmosphere.
- Ability to follow oral and written instructions.
- Ability to work with minimal supervision and complete tasks in a timely manner.
- Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and mission.
- Maintain a clean and organized work environment at all times.
- Goal-orientated with a passion for achieving quality outcomes on the first attempt.
- Ability and willingness to work in various weather conditions for long periods of time.
- Monitor current systems looking for ways to improve and promote quality.
- Ability to operate equipment: tractor, man lift, tillers, power rake, overseeder, mowers, and other landscaping equipment.
- Ability to operate basic construction tools and prefer a basic understanding of multiple trades such as plumbing, electrical, HVAC, carpentry, concrete, painting, and the like.
- Ability to multitask and meet deadlines; prioritize and plan work activities efficiently.
- Consistently at work and on time; ensure that work responsibilities are covered when absent; notify supervisor when absent.
- Willingness to work additional or special hours from time to time when equipment breaks down, special events, or other special circumstances require.
- Proactive and preventative mindset regarding maintenance, landscaping, erosion control, pest control, weed control, and the like.
- Observe safety and security procedures; use equipment and materials properly.
- No supervisory requirements.



Environmental and Working Conditions:

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing ladders, bending, reaching, standing, operating equipment, working on uneven terrain, balancing, stooping, kneeling, crouching, and crawling, and which involves the lifting for long periods of time, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 60 pounds) and occasionally heavy items (up to 100 pounds).

Compensation and Benefits:

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience. The hourly rate range for this position is \$15.00-\$18.00.

The Land Institute is an equal opportunity employer and embraces the opportunity to provide employment to qualified individuals regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. We are pleased to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

To be considered for this position, interested candidates should submit a resume, cover letter, and contact information for three references to careers@landinstitute.org.