

<b>Title:</b>	<b>Grounds, Projects, &amp; Events</b>
<b>Reports To:</b>	<b>Grounds, Projects, &amp; Events Manager</b>
<b>FLSA Status:</b>	<b>Nonexempt: Part-Time, Hourly</b>

<b>Overview:</b>
Grounds, Projects, & Events is responsible for all aspects of maintaining safe and attractive grounds around Honeywell Arts & Entertainment facilities and contracted facilities, providing preventive maintenance as needed. Additionally, this position is responsible for executive event setups and tear downs.

<p><b>Essential Duties and Responsibilities (Note: Other duties may be assigned)</b>  <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Mow, detail, and help with landscaping all The Honeywell Foundation properties. This includes caring for trees, shrubs, flowers and lawns by watering, pruning, fertilizing, applying pesticides, mulching, adding decorative stone, and weed control.</li> <li>• Operate, maintain, and repair irrigation systems.</li> <li>• Collect and dispose of leaves, dirt, rubbish, and refuse from the grounds daily.</li> <li>• Maintain brickwork, plaza, sidewalks, gutters, wash windows, etc.</li> <li>• Perform snow removal from all HW facilities and contracted facilities.</li> <li>• Empty outside trash receptacles and perform cardboard recycling as needed.</li> <li>• Maintain fountains and outside dining furniture while in season.</li> <li>• Follow established safety procedures to perform job duties and operate tools and equipment.</li> <li>• Inspect and perform routine maintenance on all Honeywell Foundation vehicles to keep them in safe operating condition.</li> <li>• Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance at scheduled intervals.</li> <li>• Conducts regular inspection of facilities.</li> <li>• Completes various tasks and projects as assigned by Vice President of Facilities.</li> <li>• Puts up/takes down outdoor signage.</li> <li>• Execute event setups and teardowns as described in BEO from hospitality.</li> <li>• Other duties as assigned.</li> </ul> <p><i>Responsibilities are subject to change and increase as the position evolves.</i></p>
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### **Knowledge, Skills and Abilities**

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

### **Education and/or Experience**

High School Diploma or experience in a related field.

### **Environment and Physical Demands**

*The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Office environment and outdoor environment with various conditions.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.

### **Other Requirements**

Position may require evening and weekend hours.