

Assistant to the Director of Grounds

Last Revised 2/1/2024

Description:

The Assistant to the Director of Grounds maintains the farm's buildings, fields, sheds, and general landscape under direction of the Director of Grounds. Focus is placed on maintaining a safe environment for staff, guests, and horses and creating professional appearance across the farm. The position works closely with the Director of Grounds and serves as a team lead as needed to accomplish daily tasks.

Objectives:

1. Assist in the daily running of the department, being able to drive the day-to-day routine as directed by the Director of Grounds.
2. Create a safe and comfortable environment for staff, guests, and horses in support of Training and Breeding programs.
3. Maintain high standard of professional appearance across the farm's grounds and buildings.

Core Responsibilities:

Grounds:

- Maintain the overall visual appearance of the farm's landscape, fields, and sheds
- Mow fields on a regular basis to maintain the ideal grass height for horse health and general appearance
- Maintain all fencing and gates in paddocks/fields, monitoring and repairing as needed
- Mow around buildings, housing, driveways, access trails, and general landscape areas using a variety of mower types including riding and push mowers
- Perform trimming around fields, paddocks, and facility buildings via regular weed whacking
- Trim trees proactively to reduce potential fence/building damage and clear any downed trees as needed
- Inspect equipment for mechanical problems and facilitate maintenance/repair as necessary
- Manage tidiness of landscape areas through leaf/yard debris removal
- Maintain farm equipment and vehicles, performing preventative maintenance and repairs as needed

Facility:

- Monitor all buildings including barns, sheds, storage, and housing units regularly to identify potential repairs/maintenance needs
- Perform routine maintenance such as fixing automatic waterers, leveling pavers, changing light bulbs, etc.
- Perform major projects covering a wide variety of activities across the farm varying in length from a few days to multiple weeks as collaborated with the Managing Director
- Clear snow/ice on driveway, parking lots, and facility entrances as weather dictates
- Assist in drainage of outdoor arenas as requested for events/special activities
- Assist with stall mucking daily
- Collect and remove trash from Main Barn daily
- Stock hay/straw lofts in Main Barn weekly

Core Responsibilities Cont.:

Admin / General:

- Lead the Grounds/Maintenance staff in the absence of the Director of Grounds ensuring tasks are accomplished efficiently, safely, and in a professional manner
- Assist with farm-wide events including but not limited to inspections and stallion testing
- Additional reasonable duties assigned by the Director of Grounds

Physical Demands:

- Ability to continuously stand or walk
- Ability to bend, squat, and lift objects (50 lbs) frequently
- Ability to climb up onto and down from farm equipment and ladders
- Ability to climb up and down multiple flights of stairs
- Ability to work in traditional barn environment to include dust, walking on uneven surfaces, etc.

Direct Reports To:

Director of Grounds

Classification Type:

Hourly Nonexempt