

## POSITION DESCRIPTION

---

<b>Position:</b>	Grounds Staff
<b>Department:</b>	Grounds
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Grounds Foreman
<b>Desired Availability:</b>	May 25 – August 12

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

Grounds staff mows and trims grass, trees, performs maintenance on sprinkler systems and various other landscape projects.

### Primary Duties & Responsibilities

- Assist in grounds maintenance with scheduled grounds operations
- Complete daily, weekly, and monthly checklists.
- Respond to emergency grounds maintenance requests as required.
- Maintain records of scheduled ground maintenance procedures.
- Ability to apply basic mathematical skills in all units of measure
- Ability to interpret basic drawings and schematics.
- Possess good oral and written communication skills
- Ability to carry out detailed instructions.
- Possess above average problem-solving skills
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- Prior mowing and trimming experience a plus. We can train in the safe usage of equipment and procedures
- Applicant needs to have good communication skills.
- Must be able to obtain a Philmont Drivers Permit

## Physical Requirements & Work Environment

- Must be physically fit and able to lift and/or move up to 75 pounds
- Must be comfortable in working in hot or humid conditions and high places
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be able to work outside for 8 hours a day
- Must wear appropriate protective gear as need to perform job.
- Must wear a helmet while operating a 4-wheeler, UTV's, or any other off-road vehicle.
- Wearing PPE (Personal Protective Equipment) is a mandatory requirement when there is a potential exposure to fumes or airborne particles, loud noise, chemicals, adverse weather conditions, electrical equipment and/or vibration

## Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 11/5/2024