

POSITION DESCRIPTION

Position:	Grounds Foreman
Department:	Grounds
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Lead Ranch Technician: Grounds
Desired Availability:	May 20 – August 16

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

The Grounds Foreman should be knowledgeable in mowing, trimming and maintenance of lawns and landscape and have the ability to do simple equipment repairs in the field. They must have experience in managing multiple crews and projects and can oversee up to 10 seasonal staff. The Grounds Foreman will work with the crew to complete projects on time and to the Philmont standard.

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 21+ years of age by time of employment

- Applicant must have prior experience in maintaining Grounds on large scale, prior Philmont Grounds Department experience preferred. The maturity and skills to oversee and team build with the rest of the staff.
- 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

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