



## MOHONK PRESERVE

P.O. Box 715

New Paltz, NY 12561-0715

Visitor Center 845-255-0919 fax: 845-255-5646

Daniel Smiley Research Center 845-255-5969 fax: 845-255-1018

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### JOB DESCRIPTION SEASONAL GROUNDS WORKER

Job Classification: Temporary; Non-exempt  
Hire dates determined by contract

Time: Full-time; seasonal

Responsibilities: The Grounds Worker (GW) assists with the operation and maintenance of all Preserve infrastructure including buildings, trailheads, carriage roads, trails, and open fields. The GW works closely with the Facilities & Grounds Foreman on the maintenance and/or repair of Preserve carriage roads, trailheads, and parking areas.

Supervisory: The GW reports directly to the Associate Director of Facilities & Grounds.

Job Duties:

- Work closely with the Associate Director of Facilities & Grounds to implement annual Stewardship project list.
- Assist in the adherence to a comprehensive Preserve-wide grounds maintenance schedule.
- Assist with the Preserve's field mowing prescriptions, including field reclamation work.
- Continue to implement and improve the restoration/maintenance program for Preserve Carriage Roads.
- Attend bi-weekly stewardship meetings, attend full staff meetings and provide reports as directed.
- Other duties as directed by the Associate Director of Facilities & Grounds.

Qualifications:

- Knowledge, experience, and skills in road and trail maintenance, and basic building maintenance (carpentry, HVAC, plumbing)
- Sawyer skills preferred
- Ability to operate tractors with implements, and small landscape tool operation (mowers, chainsaws, etc.)
- Ability to manage multiple projects efficiently
- Ability to communicate well, both verbally and in writing
- Ability to perform strenuous labor required
- Computer skills to include word processing, spreadsheets, and Internet use