



## POSITION AVAILABLE

### GROUNDSCKEEPER I

The Buffalo Zoo is hiring for the position of **Groundskeeper I**. Under the supervision of the Curator of Horticulture and Grounds, a Grounds Keeper I is responsible for landscape, horticulture, grounds maintenance, and custodial/janitorial duties and functions as necessary to meet operating needs with a high degree of efficiency and independence to maintain performance standards throughout the Zoo grounds. The goal is to provide a comfortable, visually pleasing, and safe environment for visitors.

#### Benefits / How to Apply

This is a full-time, CSEA union non-exempt hourly position. Some of the benefits available include health plan, HRA/HSA/FSA, life insurance, long term disability insurance, dental, vision, 403B retirement plan, annual leave, holiday, and sick time benefits. Benefits are available after the successful completion of a probationary period review at 60 days of work (*sick time available upon hire*).

**Rate of pay:**                **\$21.86 per hour** (*as of 3/1/2025*)

**To apply:**                    **please send resume/cover letter in Word document or PDF to:**  
[buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org)

**Use subject line:**        **Buffalo Zoo Groundskeeper I. Position is open until filled. No telephone calls please.**

**For more information about the Buffalo Zoo, please visit our website at:** <http://www.buffalozoo.org>

#### Essential Duties and Responsibilities

Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary. The responsibilities listed in this job posting are not intended to be all-inclusive; therefore, the employee may be required to perform other reasonably related duties as assigned by management.

#### *Landscape/Horticulture/Grounds*

- Maintain existing landscaping, indoor and outdoor exhibit work and assist in the development of new landscaping, including planting, weeding, tree pruning, lawn mowing, and raking. Installation, removal, and maintenance of Zoo landscape and turf to include all plant material and turf in public areas, animal exhibits, and behind the scenes areas including but not limited to; planting, fertilizing, weeding, mowing, trimming, pruning, raking, debris removal, integrated pest management, irrigation, and customer service, etc. duties extend to both interior and exterior of Zoo and Zoo buildings.
- Follow and complete daily/weekly watering schedules for plant collections.
- Be able to identify and care for plant species appropriately on grounds and just outside the perimeter fence.
- Assess and report needs of plants and grounds areas to curator.
- Maintain the year-round cleanliness of all paved surfaces and landings including trash/litter removal, debris/leaf removal, removing snow/ice from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Must be able to operate all lawn/garden/grounds equipment including but not limited to pruners, mowers, edgers, string trimmers, chainsaws, blowers. Desired skills - skid loaders, forklift, pick-up trucks, dump trucks, street sweeper, snowplows and tractors.

- Drive vehicles and be able to acquire gas/diesel in appropriate, safe containers and vehicles.

### ***Janitorial/Custodial***

- Clean and stock storage areas, interior of buildings, and restrooms as well as providing trash and litter pickup throughout grounds daily.
- Assess and report needs for janitorial/custodial areas to curator.
- In the absence of the clean team (or similar workgroups) - routinely clean interior of restrooms and buildings. Cleaning duties may include but are not limited to: completing the janitorial and housekeeping tasks necessary for daily operation of Zoo facilities including washing windows, disinfecting, sweeping, mopping, vacuuming, wiping, scrubbing, cleaning up spills with appropriate equipment, and cleaning utilizing commercial equipment where necessary. Operate floor cleaning machines as directed.

### ***Other Duties***

- Opens the Zoo school building before the school day and secures facility at the close of the school day.
- Performs maintenance checks on vehicles and power equipment to ensure safe operation and reports deficiencies according to established procedure. Desired skills - basic maintenance of small engine equipment, i.e. changing oil, filters, spark plugs etc., sharpening and balancing mower blades, etc.
- Assist with preparation of Zoo grounds for special events including but not limited to: assisting with table/chair setups and breakdowns for promotions and/or special events.
- Must deliver exceptional customer service by engaging with guests on a regular basis to create a friendly, memorable and positive experience. Ability to respond to common inquiries, requests, or complaints from guests and/or staff in a kind and courteous manner.
- Complete assigned Work Orders.
- Maintain a clean, safe and organized work environment and follow all safety protocols.
- Must be able to recognize and report hazards.
- May be able to participate in Zoo internal committees with permission.
- Must be willing to comply with department's Personal Protective Equipment (PPE) policies and procedures.
- Actively participate in trainings and activities aimed at improving job knowledge and safety.
- Must be able to operate a computer, two-way radio, telephone system, and software on computer, printer after training, etc.
- Willing and able to learn and obtain certification in the operation of equipment requiring additional safety training, certification, or licensing. i.e. Forklift, Chainsaw, Lift (excludes skid steerer, tractor, trucks, etc.)
- Ability to train and guide new staff, seasonal staff, apprentices, interns, other departments, and volunteers in rudimentary tasks, skills, routines, and equipment operations within proper procedure and safety protocol once signed off on being trained themselves.
- Perform other duties as assigned by the Curator of Horticulture and Grounds.

## **Qualifications, Education and Experience**

- Education (minimum desired):
  - Associate's or Bachelor's Degree in horticulture or related field (*preferred*).
  - High School Diploma or equivalent is required.
  - Certified for operation of: forklift, vertical lift and chainsaw (required to obtain in first year of employment with training).
- Experience (minimum desired):
  - Experience in basic grounds maintenance duties including lawn mowing, weed trimming, janitorial tasks, planting, pruning, and snow removal (*preferred*).
  - Professional experience such as horticultural and/or agricultural production, ornamental horticulture (indoor and/or outdoor), turf management, or other related field (*desired*).
- Special Skills:
  - Must be able to operate all lawn/garden equipment, tractors, skid loaders, snowplows.

- Learn how to read and execute schematics, designs, and plans (*desired*).

### Other:

- Must support Buffalo Zoo's Vision, Mission and Core Values.
- Must support the Buffalo Zoo's DEAI values.
- Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.
- Successful completion of a post-offer pre-employment fitness for duty test.
- Must understand the requirements, essential functions and duties of the position as per the job description and certify such by signing the job description prior to first day of work.
- Must provide proof of negative TB test at hire (negative test within the last 12 months). TB test conducted annually.
- Verbal and written ability to communicate with Zoo staff. Able to interact positively with a variety of individuals from varied socioeconomically backgrounds frequently.
- Regular attendance and punctuality are essential functions of the position.
- Must be able to work weekdays, weekends, holidays and requested overtime as necessary.
- Position is part of the Zoo's emergency weather team and is expected to report when the Zoo is officially closed due to weather.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee may be exposed to a variety of weather conditions or temperatures. Work may be required both indoors and outdoors in various weather and temperature conditions, ranging from rain, wind, snow, cool to cold weather, and extreme heat and humidity. May be regularly exposed to dusty or noisy work conditions. Ability to work in tight spaces and awkward positions for extended periods of time as needed.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, crawl or climb. Reaches handles and manipulates tools and controls. Required to talk or hear. Use computer hardware and software for periodic periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Is exposed to the environment around animal exhibits and animal holding areas. Will be working around animal excrement, smells, and other debris. Ability to follow animal safety protocols, will not interact with animals outside of direct keeper instruction, and treat the animals with care, respect, and dignity.
- Able and willing to perform sustained work of a physical nature, may require heavy lifting. The employee must lift up to the weight requirements included in the fitness for duty test occasionally/regularly.
- Passing a fitness for duty test will be required for the successful candidate to be given further consideration for the position.

*The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.*

**Equal Opportunity Employer**