



MADEIRA

Groundskeeper

The Madeira School is seeking a Groundskeeper to join its Facilities Department. Madeira is an independent boarding and day school that educates girls in grades 9–12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling students from 20 states and 42 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

Responsibilities:

- Grass cutting, trimming, and bush hogging
- Blowing/Raking Leaves for removal
- Cutting Firewood. Delivering firewood to campus buildings
- Trash removal from campus buildings and grounds
- Pruning trees, trimming shrubs, and pulling weeds
- Fertilizing and liming
- Grass seeding, planting trees and shrubs, etc.
- Preventative maintenance on equipment
- Fence repair and painting
- Snow removal and/or deicing
- Marking athletic fields for games, setting up goals, etc.
- Repair underground water lines and steam lines
- Minor carpentry work
- Capable of operating various pieces of grounds equipment
- Moving furniture, setting up tables and chairs for special functions
- Cutting down trees and cleaning up debris.
- Unclogging storm drains, window wells, etc.
- Grading roadways, applying gravel as needed, and grading the riding rings
- Assisting with graduation and other major events held on the school campus throughout the year
- Other duties as assigned

Working Conditions and Physical Effort:

- Maintenance worker is a physical job that will require several hours daily of: Standing, kneeling, bending, walking and climbing stairs in the performance of property inspections and management duties
- Lifting and the ability to carry 50 pounds or more

- Exposure to hot/cold, wet/humid weather conditions and dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Overnight stay may be required during inclement weather
- Performing other duties/assignments as required by supervisor

Requirements:

- High School Diploma, or GED
- Ability to work within the overall organization of the Facilities Services Department and work with skilled and unskilled personnel as well as administrators
- Ability to work in an independent, unsupervised atmosphere
- Must possess good oral and written communication skills and be able to follow oral and written instructions. Ability to express ideas effectively and concisely
- Ability to safely lift 50 pounds
- Must possess knowledge and technical skills required for the repair and maintenance of plumbing, heating, and electrical systems, fixtures, devices and applications
- Must possess and maintain a valid driver's license
- Must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the school

To apply, please submit your resume and cover letter to hr@madeira.org.