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Buildings and Grounds Assistant (Seasonal, part-time) (Chesterwood)

Department: Historic Sites

Location: Stockbridge, Massachusetts

JOB SUMMARY

The Buildings and Grounds Assistant will support the Senior Superintendent of Buildings and Grounds in maintaining the appearance and condition of 122-acre estate including the grounds, gardens and woodland trails, and 8 historic buildings.

DUTIES

- Maintain the site and related equipment in a manner that is safe and appropriate for employees as well as visitors to the site
- Perform raking, mowing, leaf blowing, brush, branch clearing and other basic landscape services
- Assist in set-up and tear-down of earned revenue opportunities such as tours, site rentals and fundraising events. Requires some evening and weekend work.
- Welcome all visitors in a professional and positive manner and provide safe experience.
- Be prepared to answer visitor questions about the site.
- Assist with other duties as needed; including the occasional lifting of up to 80 pounds, errands, and requests from the Chesterwood staff.

QUALIFICATIONS

- Experience operating and maintaining landscape equipment including tractors, commercial mowers and other powered equipment, with knowledge of related safety procedures and guidelines.
- Basic problem solving skills, including issue identification and prioritization. Ability to understand instructions and deadlines and execute tasks as assigned, with ability to learn and handle routine tasks without close supervision.
- Ability to work with a diverse group of staff, committee members and volunteers ensuring cooperation as a site team member.
- Ability to adapt and be flexible in a dynamic work environment
- Minimum physical requirements include: ability to lift and carry up to 50 lbs on a frequent basis and occasionally more; ability to push or pull up to 50 lbs on a frequent basis and occasionally more; ability to bend, squat, kneel, twist/turn, climb, and reach above the shoulder frequently.
- Excellent customer service skills, with ability to respond to visitors written and/or verbal requests in a timely, clear and professional manner
- Ability to work Saturdays and some holidays

DATES: Chesterwood is open to the public from May 20 – October 23, 2023 from Thursday – Monday from 10am to 5pm. The Building and Grounds Assistant is scheduled to work from

Tuesday – Saturday 9:30am – 5:30pm with an adjusted/flexible schedule on Saturdays depending on the hours of special events such as weddings (e.g. 1pm to 12am)

HOURLY RATE \$15.25-\$17.25 commensurate with experience

TO APPLY: Send your cover letter and resume with “Buildings and Grounds” in the subject line to chesterwood@savingplaces.org

DEADLINE: April 17, 2023