

Constable Hall Association, Inc.
5909 John Street
PO Box 36
Constableville, New York 13325



(315) 397-2323
constablehall@rocketmail.com
ConstableHall.org
@constablehallassoc

JOB DESCRIPTION

GROUNDSKEEPER OF CONSTABLE HALL

Job Summary

The Constable Hall Association, Inc. is searching for an individual interested in serving the North Country by furthering the mission of the organization. This position is integral to the well-being of the building and grounds of Constable Hall. It involves maintaining a well-groomed appearance for the seven acres of lawn and garden that are on display to the community. Come and contribute to a more than 75 year legacy for stewardship of this jewel of North Country history.

The successful candidate will have experience in lawn and garden care, along with demonstrated skills in the areas of carpentry, electrical, plumbing and painting. This position is part time/seasonal and at will, typically running from May through September. If requested, the candidate agrees to submit to a physical health and drug screening, background checks, and driving records check.

Responsibilities and Duties

The successful candidate will be able to consistently and successfully perform the following list of responsibilities and duties:

- On arrival to the Hall each scheduled work day, turn off the security system and unlock doors to Hall and other buildings
- Empty waste paper baskets and dehumidifiers
- Open & close the Hall for season utilizing a checklist and closing procedures
- Use a tester on all electrical outlets on grounds before major events at the Hall
- Mow lawns and parking areas
- Purchase gas for equipment from petty cash
- If necessary, fill in low spots with soil and seed
- Mow paths in the garden with a hand mower and use a bag to catch grass
- Weed whack around the buildings, fences, trees, front entrance to grounds, and ditch at side of entrance to grounds as well as around the pond and other areas on the property
- Sweep grass from the buildings and window wells
- Sweep trellis bricks and steps
- Spray with weed control to manage the appearance of trellis areas and commemorative bricks
- Weed bricks around the flagpole
- Clean equipment used to mow and weed whack.
- Grease equipment when appropriate.
- Trim hedges in the garden when appropriate.
- Work in garden when required

*“Jewel of the North Country”
National Register of Historic Places*

- Perform some painting: check picnic tables, green benches, back porch & railings, building, fences etc.
- Setup for events (move chairs, set up tents, put up signs, etc.)
- When necessary, speak with the Executive Director about the condition of equipment and suggest repairs or replacement of equipment.
- Clean out rose hedges.
- Water flowers.
- Document hours worked. Provide hours to the Executive Director.

Qualifications and Skills

- Proven history of attention to detail, good organizational skills, and strong communication skills;
- Must be able to demonstrate the ability and willingness to communicate effectively in order to maintain high levels of safety, quality, and efficiency;
- Must be able to work with others in a team based environment but must also be able to work independently in a safe, efficient, and effective manner with little supervision on occasion;
- Ability to adapt to changing organizational and operational needs;
- Must be able to maintain good relations with other team members;
- Must maintain professional and visitor ready attitude at all times;
- Must show courtesy to other team members, visitors, suppliers, vendors, contractors, and others with whom contact occurs as a representative of Constable Hall and the Constable Hall Association, Inc.;
- Ability to read and comprehend standard operating procedures and company guidelines in order to maintain regulatory compliance;
- Must be able to demonstrate an attitude of continuous improvement and learning;
- And any other skills required by management

Education and Experience

- Experience in lawn and garden care, along with demonstrated skills in the areas of carpentry, electrical, plumbing and painting.

Supervisory Responsibilities

This position will not have any supervisory or people management responsibilities.

Work Environment

- This position will often be performed in outside weather conditions.
- While performing the duties of this job, the position is regularly required to stand, use hands and stretch and reach with hands and arms.
- Employees are frequently required to walk, stoop, kneel, crouch, and climb stairs; and talk or hear.
- The position is occasionally required to climb or balance and smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision.
- Must have full range of body motion and the ability to stand on feet a majority of the working day

Job Type

Seasonal to part-time non-exempt position with a minimum of 10 hours per week. Hours may occasionally vary throughout the week and week to week. Urgent issues may occasionally require immediate calls and texts outside of normal business hours.

Travel

Travel is limited and primarily local during the normal business day although some out-of-area travel may be expected on rare occasions to attend meetings. Authorized business travel related expenses will be reimbursed.

Work Location

The primary work location for this position will be on site at Constable Hall in Constableville, NY. Attendance at occasional meetings and events at the Hall and at other nearby locations held outside of normally scheduled operating hours may be required.

About Constable Hall

Constable Hall is located in Constableville, NY on the edge of the Tug Hill Plateau. Perched on a hillside, it overlooks the Black River Valley with the Adirondack Mountains in the distance. Constable Hall's open season is normally May through September with daily hours of Wednesday, Thursday, Friday and Saturdays 10:00 a.m. to 4:00 p.m.; Sundays 1:00 to 4:00 p.m.

The Hall is the foundation of North Country history. The Federal style limestone building was built in the early 1800's by William Constable, Jr. His father, William Sr., was a wealthy New York City merchant who owned 3.8 million acres of Northern New York and was responsible for beginning the development of the entire region – encompassing all of Lewis, Jefferson, St. Lawrence and parts of Oswego, Herkimer and Franklin counties.

After nine years of construction, the Hall was completed in 1819. The nearby village, first settled in 1796 and originally known as Shalersville, eventually took on the name of Constableville. Several generations of the Constable family lived at the Hall until it was sold in 1947. By 1949 it was restored as a house museum and opened to the public for tours and event usage. It has become a favorite community and tourist attraction.

Disclaimer

Constable Hall Association, Inc. is a 501(c)(3) Non-profit and an equal opportunity employer committed to a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status. In addition to federal law requirements, the Constable Hall Association, Inc. complies with applicable state and local laws governing nondiscrimination in employment. 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.

The above job description is intended to describe the duties of a team member in general terms and does not necessarily describe all of his or her duties.