



**NORTH  
BROOKLYN  
PARKS  
ALLIANCE**

**POSITION DESCRIPTION:** PART TIME SEASONAL GROUNDS CREW (4 JOB OPENINGS)

**POSTED:** MARCH 13, 2023

**APPLICATIONS DUE:** MARCH 31, 2023

**START DATE:** April 15, 2023

## **OVERVIEW**

North Brooklyn Parks Alliance (NBK Parks)—the non-profit conservancy for parks and open spaces in Greenpoint & Williamsburg—is currently seeking motivated and energetic individuals to join a dedicated team working together to ensure that Under the K Bridge Park (UTK) and other local green spaces are thriving for the benefit of all North Brooklyn communities. Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance’s mission is to create an equitable, accessible, and vibrant parks system in North Brooklyn.

## **POSITION SUMMARY**

The Grounds Crew team member is a part-time, seasonal position integral to the stewardship and public space management throughout Greenpoint and Williamsburg, Brooklyn’s Community Board 1. This role will work closely and in collaboration with the Under the K Bridge Park Gardeners and Mobile Gardeners, and will report directly to the Operations Manager.

Grounds Crew team members will work in one two separate crews: one focused on the grounds and maintenance operations Under the K Bridge Park (Under the K)—a 7 acre park under the Kosciuszko Bridge that opened in 2021—and another that tends to plazas, parks and other open spaces under the care of NBK Parks in Brooklyn’s Community Board 1 (Greenpoint & Williamsburg).

## **RESPONSIBILITIES**

- Operate machinery including power washers, snow plows, leaf blowers, and vehicles including bobcats, and forklifts.
- Remove graffiti as needed.
- Keep tools, and other equipment organized and in good working order.
- Clear all drains of trash and debris to prevent flooding.
- Pick up trash, empty trash bins, make sure trash is disposed of properly.
- Document, address, and report as needed, damage to parks, open streets and plazas; safety hazards, vandalism, etc.
- Respond to emails, radio inquiries, and requests in a timely and appropriate fashion
- Maintain the highest standards of park, equipment, and personal safety
- Help ensure that public green spaces under NBK Parks' care, dog runs, are presented, maintained, and operated at the highest standards of cleanliness and good repair
- Operate, troubleshoot, provide preventative and reparative maintenance of machinery and equipment as needed
- Install park signage and communications materials
- Set up and break down programming, events, and volunteer activities
- Participate in special projects
- Find and suggest improvements, as necessary, to meet the NBK Parks highest operational standards.
- Communicate with external patrons as a NBK Parks Ambassador

## **QUALIFICATIONS**

- Minimum of 2-3 years of demonstrated successful experience in a operational and/or technical capacity
- Ability to perform physical labor (lifting 40lbs, bending, squatting, etc.) and operate machinery in all weather conditions
- Ability to work in a dynamic and fast-changing work environment
- Ability to work with, and maintain basic tools and equipment
- Ability to work independently and in all weather conditions.
- Effective interpersonal, communication (oral and written), organizational, and problem-solving skills
- Strong attention to detail and a commitment to quality
- Work fluently in an Apple/Mac iOS environment



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- Computer skills including G Suite; Drive, Gmail, Google Cal. Sheets, Docs, Excel, Word, PowerPoint.
- Valid New York driver's license

### **COMPENSATION AND HOURS**

This is a part-time position from April 15 - December 1, with opportunities for extension. The position offers a varied schedule, including days, evenings, and weekends, staff should expect to work Saturdays and Sundays. Includes approx. 30 hours of work/week at \$20/hour.

**Qualified candidates should submit a cover letter and resume with "Grounds Crew" in the subject line to [info@nbkparks.org](mailto:info@nbkparks.org).**

### **ABOUT NBK PARKS**

North Brooklyn Parks Alliance's (NBK Parks), formerly known as Open Space Alliance, was founded 20 years ago in 2003. The organization is dedicated to fostering a vibrant and equitable network of parks and open spaces in Greenpoint and Williamsburg. [nbkparks.org](http://nbkparks.org) / [@nbkparks](https://www.instagram.com/nbkparks)

### **ABOUT UNDER THE K**

Under the K Bridge Park is located under the Kosciuszko Bridge in Greenpoint, Brooklyn. When Under the K opened in 2021, it transformed seven acres of formerly underutilized land in Greenpoint's Industrial Business Zone into a space where community and nature can thrive together. The park is programmed and maintained by the North Brooklyn Parks Alliance through an agreement with the New York State Department of Transportation. [@underthek](https://www.instagram.com/underthek)

*North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBK Parks is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.*