

**GROUNDSTAFF FOREMAN  
POSITION DESCRIPTION**

**Department:** Ranch

**Reports to:** Grounds Supervisor

**POSITION CONCEPT**

Be knowledgeable in mowing, trimming and maintenance of lawns and landscape. The ability to do simple equipment repairs in the field. Must have experience in managing multiple crews and projects. Oversee up to 10 seasonal staff. Work with the crew to complete projects on time and to the Philmont standard.

**PHILMONT REQUIREMENTS**

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

**SPECIFIC JOB REQUIREMENTS**

- Applicant must have prior experience in maintaining Grounds on large scale, prior Philmont Grounds Department experience preferred. The maturity and skills to oversee and team build with the rest of the staff.
- Applicant needs to have good communication skills.
- Be able to work outside for 8 hours a day.
- Be able to lift 50 pounds.
- Provide a completed Annual Health and Medical record upon arrival at Philmont Scout Ranch.
- Be able to obtain a Philmont Drivers Permit.
- Must wear appropriate protective gear as need to perform job.
- Must wear a helmet while operating a 4-wheeler, UTV's, or any other off road vehicle.
- Perform other duties as assigned to ensure the mission of Philmont Scout Ranch is carried out.