



Job Description

Title: Seasonal Grounds Technician
Date: March 1, 2026
Division: Preservation
Department: Historic Sites
Office: Oatlands
Supervisor: Buildings and Grounds Supervisor
Grade: Seasonal **OT Status:** Non-exempt **Supervisory:** No

Situated on the ancestral and unceded lands of the Manahoac and Piscataway, Oatlands is located in Leesburg, Virginia. Constructed in 1810 as a plantation and site of enslavement, Oatlands initially encompassed 3,408 acres and produced wheat in addition to running grist and saw mills. Over 154 years of private ownership, the property was reduced in size and its mansion repurposed as a boarding house, a summer home and girls school.

Today, Oatlands consists of natural spaces, cultivated acreage, gardens and 18 buildings, spanning the 19th and 20th centuries. Oatlands is centered in its Natural Lands—its larger landscape open for the benefit all, encouraging awareness of our shared world. It is grounded in History—valuing and lifting the voices of all who have shaped and been shaped by this historic site. And it is dedicated to Scholarship, for it is only in the active pursuit of knowledge can we sustainably forward the significance and relevance of this important historic site.

Job Summary:

The Grounds Technician will help maintain the integrity and overall appearance of the grounds at Oatlands, in accordance with preservation standards appropriate for a National Historic Landmark and National Trust Historic Site. Carry out grounds maintenance tasks according to prescribed schedules and seasonal needs. Identify need for any non-routine landscape maintenance or repairs and report needs to Buildings and Grounds Supervisor to determine appropriate procedures with regard to historic preservation guidelines and standards. Ensure that all grounds and plantings are maintained and presented to the highest professional landscape and horticultural standards, balancing the needs of historic preservation, education, interpretation and visitor safety.

Duties:

- Help ensure security of the site and safety for visitors and staff, through daily building and grounds checks.
- Handle custodial duties, including cleaning the porches, ensuring garbage and recycling pick up, and caring for public restrooms, plus light carpentry, painting, and regular seasonal tasks such as cleaning gutters and down spouts.
- Provide routine and seasonal maintenance of the historic landscape, including lawns, gardens, trees, pathways, fences, lily/fish pond, and cemetery. This includes such tasks as mowing, raking, leaf blowing, mulching, fertilizing, weeding, pruning, edging, planting, and watering as needed.
- Routinely assess longer term maintenance needs of the landscape and grounds before system failure or material loss and flag for supervisor.

- Operate and maintain the site and maintenance equipment and tools in a manner that is safe and appropriate for employees as well as visitors to the site. Ensure all tools, equipment and machinery are well looked after, properly used, services recorded, maintained, and replacements planned.
- Maintain the gravel pathways and brick walks to ensure visitor safety.
- Maintain inventory of cleaning & maintenance supplies.
- Assist in preparation for and response to extreme weather conditions.
- Attend and participate in staff meetings and continuing education sessions.
- Interact with public in polite and helpful manner as necessary.
- Assist with school tours, special events, meetings, and special property use, including set-up, trash removal, visitor safety, security, clean-up, and other duties as assigned

Qualifications:

- At least one year’s experience working in maintenance or construction related trades and/or in landscape maintenance. Work experience at a historic site or museum is desirable.
- Experience using and maintaining building maintenance tools and landscape maintenance equipment, with knowledge of related safety procedures and guidelines.
- Good organizational skills a must with an ability to prioritize tasks and at the same time be flexible and able to adapt to meet site needs.
- Basic problem solving skills, including issue identification and prioritization. Ability to understand instructions and deadlines in English 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, volunteers, and committee members ensuring cooperation as a site team member.
- Minimum physical requirements include but are not limited to: 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 climb stairs, bend, squat, kneel, twist/turn, climb, and reach above the shoulder.
- Ability to work outdoors in varying weather conditions.
- A willingness to learn and implement museum approved methods for taking care of historic buildings, landscape or collections is mandatory.
- Knowledge of and interest in, and ability to identify plant species in historic landscape a plus.
- Regular and reliable attendance required.

Employee Name

Employee Signature

Date

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