MADISON HOUSE AUTISM FOUNDATION

MADISON FIELDS
A MADISON HOUSE AUTISM FOUNDATION PROJECT

Farm Groundskeeping & Maintenance Manager
Job Description

Background:

Founded in 2008, **Madison House Autism Foundation**'s mission is to promote, model and advocate for the full inclusion of adults with autism and their families in the life of our communities, and to expand choice and opportunity in housing, employment, and social participation.

Located in Montgomery County's Agricultural Reserve, **Madison Fields** is a 265-acre working farm and community campus that offers job readiness and skills training for adults with autism and other intellectual and developmental disabilities(A/I/DD). It also serves the greater community by providing agricultural education, diverse indoor and outdoor spaces for personal or corporate events, and individual and group volunteer opportunities to support our mission.

Position Summary:

The Farm Groundskeeping & Maintenance Manager oversees and/or executes upkeep and improvements of farm grounds, facilities, and machinery. Reporting to the Farm Operations Director, this role is responsible for maintaining safe, functional, and attractive outdoor spaces and facilities. This position provides leadership and training for Groundskeeping & Gardening staff, volunteers, and program participants.

Duties:

Groundskeeping & Property Maintenance Oversight

- Oversee all groundskeeping and basic facility maintenance activities across Madison Fields, including:
  - mowing, trimming, edging, and seasonal landscaping.
  - leaf removal, mulching, planting, and garden maintenance (in coordination with the Farm Groundskeeper & Gardener).
  - upkeep of pathways, fences, outdoor structures, and common areas.
  - building maintenance.
  - equipment and vehicle maintenance and repair.
  - collaborating with specialized technicians as needed for complicated and specialized repairs.
  - road repair and upkeep.
  - coordinating with contractors for new building or major repair projects.
- Perform and supervise routine building maintenance tasks, such as:
  - basic repairs, painting, cleaning, and upkeep of facilities.
  - monitoring condition of barns, sheds, and program spaces.
- Develop and implement seasonal maintenance plans and schedules.
- Ensure the property is safe, clean, and well-presented for programming and events.

Safety & Equipment Management
- Establish, implement, and enforce safety protocols for all tools, equipment, and maintenance activities.
- Oversee maintenance, storage, and repair of tools and equipment.
- Conduct regular safety inspections and address hazards promptly.
- Train program participants, staff, and volunteers on safe equipment use and proper procedures.

Inventory & Materials Management
- Manage inventory of equipment, tools, and supplies (e.g., mowers, trimmers, hand tools, maintenance materials, PPE).
- Track usage, maintain records, and ensure appropriate stock levels.
- Coordinate procurement, repairs, and replacement of equipment with Farm Operations Director.
- Ensure proper storage and organization of all materials.

Volunteer & Event Support
- Coordinate and supervise volunteer involvement in groundskeeping and maintenance activities (e.g., corporate volunteer days, community groups).
- Provide safety briefings and task assignments for volunteers.
- Ensure grounds and facilities are prepared for events and support event setup/breakdown as needed.

Staff Supervision
- Supervise and support the Farm Groundskeeping & Gardening Coordinator, providing direction, coaching, and coordination of daily activities.
- Ensure alignment between gardening, groundskeeping, and maintenance activities.
- Support staff development, communication, and performance feedback.

Administration & Collaboration
- Maintain schedules, work plans, and maintenance logs.
- Participate in meetings, planning sessions, and continuous improvement efforts.
- Contribute ideas for improving farm operations and property use.

Required Qualifications:

- High school diploma or equivalent; technical training or certification in landscaping, facilities maintenance, construction, or a related field is a plus.
- Minimum 3-5 years of experience in groundskeeping, landscaping, farm or facilities maintenance, or a related field.
- Demonstrated experience safely operating and maintaining landscaping and farming equipment; ability to operate and perform minor repairs on equipment.
- Experience supervising staff, trainees, or teams.
- Strong knowledge of safety practices related to tools, equipment, and outdoor work.

- Ability to perform physically demanding work (lifting up to 50 lbs., bending, standing) outdoors in various weather conditions.
- Strong organizational and problem-solving skills.
- Reliable, detail-oriented, and able to manage multiple responsibilities.
- Valid driver's license and ability to operate farm vehicles.

Preferred Qualifications:

- Experience in farm-based, nonprofit, or social enterprise settings.
- Basic carpentry, plumbing, electrical, or general repair skills.
- Experience coordinating volunteers or group workdays.
- Experience working with adults with A/I/DD.
- Veterans and transitioning service members are strongly encouraged to apply.
- Second language proficiency (e.g., Spanish, Chinese, Korean, etc.).
- CPR/First Aid certification.

Location: Dickerson, MD

Employment Type: Full-time (40 hours per week)

Salary Range: $55,000-$60,000

Actual base salary may vary based on, but not be limited to, relevant experience and base salary of internal peers.

Benefits: Health insurance, retirement savings plan, paid holidays, vacation days, and wellness days. Possibility of onsite housing.

Send resume and cover letter to: jobs@madisonhouseautism.org