

Maintenance Technician

Reports to: Director of Facilities

FLSA: Hourly, non-exempt

Pay Grade: C

Summary: Maintain facilities, vehicles, and equipment to ensure a safe and enjoyable experience for guests and fellow employees.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Schedule and complete the Preventive Maintenance Program on vehicles, shuttles, golf carts, and scooters.
- Monitor and maintain all building systems as assigned.
- Complete all maintenance service requests as assigned.
- Prepare carts for everyday use.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Lock and unlock assigned buildings; secure building when facilities are not in use: checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Perform cleaning and related activities such as snow and debris removal from roads, sidewalks and stairs using snow plow, hand-operated tools, or small power equipment.
- Coordinate special projects as directed by the Director of Facilities.
- Assist in monitoring all work performed by outside contractors.
- Work within expense limits established; maintain inventory controls for cost-effective operations.
- Respond to 24-hour emergency maintenance service requests as necessary.
- Maintain a professional, courteous manner with all guests, vendors, contractors, and fellow employees.
- Adhere to safety standards and comply with all company, local, City, State, and Federal guidelines.

Qualifications:

- Formal training or three years of concentrated experience in one or more of the following trades: carpentry, electricity, plumbing, mechanics, and repair of engines and battery-powered vehicles. Extensive knowledge of the tools, techniques, and safety precautions of the trade.
- Working familiarity with the tools, techniques, and safety precautions of additional trades.
- An understanding of the chemical, physical, and mechanical hazards associated with maintenance work as well as how to mitigate those dangers and work safely.
- Ability to operate and maintain power equipment and hand tools used in the general maintenance and cleaning of the facilities, systems, and equipment. Ability to use ladders.

- Verbal and written communication skills sufficient to read, comprehend, and follow directions and technical instructions.
- Ability to measure and make calculations pertinent to the task at hand such as dimensions, distance, weight, and volume.
- Ability to work independently and as a team member under indirect supervision.

Work schedule: This is a full-time (40hours/week) year-round position. When the Gardens is closed, the schedule will generally be Monday – Friday; when the Gardens is open, weekend work will regularly be required. Employee must be available for emergency and weather-related on-call work.

Physical and environmental factors:

Sit	Total hours/day 0.5	Hours at one time	0.25
Stand	Total hours/day 7.5	Hours at one time	7.5
Walk	Total hours/day 5.0	Hours at one time	0.5

Approximate percentages of time tasks are performed in carrying out the essential functions of this position:

- 10% of time bending/stooping
- 10% of time squatting
- 10% of time reaching above shoulder level
- 5% of time kneeling
- 10% of time hand/fingers used for repetitive motion
- 20% of time hands/fingers used for fine manipulation
- 20% of time hands/fingers used for firm grasping
- 10% of time head/neck in rotational movements
- 10% of time head/neck in static position
- 5% of time head/neck in extension movements
- 5% of time head/neck in flexing movements

Pounds employee is required to carry: 25 lbs.

Usual distance carried: up one flight of stairs or out to an outdoor venue

Pounds employee is required to lift: 50 lbs.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).