Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

**Position Overview**
This position provides critical support to all areas of Tower Hill with duties including building and grounds maintenance, back-up to custodial function when required and other duties as assigned. Tower Hill has an inclusive, team-oriented staff dedicated to supporting our living museum.

**Responsibilities**
- Using tools and equipment provided, performs repairs as assigned by Facilities Manager, including light electrical, plumbing, mechanical, HVAC and carpentry.
- Performs routine maintenance to building and equipment in accordance with pre-determined schedule or assignment by Facilities Manager.
- Exterior or interior painting or staining of walls, trim, doors, furniture or structures.
- Performs winter weather tasks including but not limited to shoveling snow, operating a snowblower and applying ice melt as needed
- Notification to Facilities Manager when required repairs are too technical to complete by in-house staff. When manager is not available, notify CFOO and/or contact vendor for completion.
- Responds to staff requests for maintenance or repairs, prioritizing safety issues first.
- When applicable, provide help or guidance to outside vendors.
- In the event of staffing issues, help or perform custodial duties such as cleaning or setups.
- Performing other duties as assigned.

**Collaboration and Interpersonal Relations**
- Willingly and cheerfully integrates work of facilities department with the efforts of other departments.
- Comfortably interacts with Garden visitors.
Maintenance Technician

• Performs duties in a manner consistent with a public garden serving members and guests, and in accordance with directed practices and procedures.

Safety

• Works with an awareness of surroundings and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensures all concerns are reported promptly.
• Reports all accidents and injuries immediately to the Facilities Manager and/or Chief Financial & Operations Officer, or designee.
• Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
• Use and preventative maintenance of equipment, tools, vehicles, and systems.

Benefits and Schedule

The Maintenance Technician position is a full-time, hourly position with benefits. The Technician receive employer-paid life and disability coverage. This position is also eligible for health, dental, retirement, and other benefits. The standard work schedule for this position is Monday through Friday 9-5:30. However, at times, the technician will need to be flexible with this schedule based on the needs of the event calendar.

Education and Experience

• High School diploma or equivalent
• 2-3 years proven work experience in a maintenance or facility support position
• Ability to work independently or as a member of a team
• Experience working with the public, customer service
• Strong work ethic

Physical Demands / Working Conditions:

• Must be able to lift 50 pounds repeatedly.
• Must be able to work indoors and outdoors in all seasonal extremes.
• Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
• Must be able to work with appropriate tools and machinery.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Requirements to apply:

• Must pass a criminal background check
• Must be legally authorized to work in the United States
• Must have a valid driver’s license