

**Position:** Maintenance Technician I – Irrigation/Plumbing  
**Department:** Horticulture & Garden Operations  
**Status:** Non-Exempt, Full-Time, 40 hours weekly  
**Reports To:** Garden Operations Field Manager

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Descanso Gardens seeks a Maintenance Technician I responsible for a wide variety of projects and tasks associated with general building and grounds maintenance but with a primary focus on irrigation and plumbing systems. Reporting to the Garden Operations Field Manager and coordinated by the Maintenance Technician II, the Maintenance Technician I will service and maintain the systems related to irrigation, pumps and pipes, plumbing, carpentry, mechanical preventative maintenance, and other tasks and projects at Descanso Gardens.

This is a full-time, 40 hour a week, non-exempt position and may include evening and/or weekend hours depending on the needs of the department and the organization. The anticipated work schedule for the position will be Tuesday through Saturday from 7:00am to 3:30pm. This schedule is subject to change depending on the seasonal and on-going needs of the department and the gardens.

**ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES include but are not limited to:**

- Maintenance of plumbing and irrigation systems in the gardens.
- Performs regular inspections of irrigation and plumbing and maintains maintenance logs, per established schedule and work order process.
- Performs general repairs and maintenance, light carpentry and painting.
- Keeps equipment and the maintenance shop areas clean, safe, and operational. Uses the inventory and purchase order system to request supplies and equipment as needed.
- Replaces glass in windows, doors, and partitions; performs sheet metal work and welding.
- Completes basic carpentry projects and assists in construction projects.
- Executes work orders, by prioritizing projects, providing feedback on repair timelines and supplies used.
- Operates vehicles and/or motorized equipment to perform maintenance tasks at worksite and/or remote offsite locations in accordance with the Cal-OSHA safety requirements and/or rules and regulations of the state.
- Responds to and performs repairs for office and facility emergencies and calls including, but not limited to, heating, electrical, lighting, plumbing, and miniature train by assessing the issue, communicating the process, and beginning immediate repairs. Examples of typical work include repairing electrical outlets, replacing lights, adjusting mechanical and/or electrical doors, fixing leaky sinks, clearing stuck flush valves, unclogging toilets, and other repairs as needed.
- Wears and utilizes all safety equipment and accessories during the performance of duties, i.e., ear plugs when working in machine spaces, dust masks when exposed to harmful dust particles, eye goggles when exposed to airborne particles, cloth gloves when working with abrasive materials, rubber boots or raingear when in wet conditions.
- Adhere to established Code of Safe practices when performing various jobs duties which also includes the safety of staff, visitors, volunteers, and communicates any hazard concerns as needed.

**Additional Responsibilities:**

- Participates in group meetings to discuss projects and expectations.
- Participates in safety training meetings.
- Provides an excellent customer service experience when working in public areas and interacting with garden visitors.
- Completion of other job related duties as assigned.

### **EQUIPMENT USED:**

This position is responsible for the safe operation and maintenance of a full range of manual and power tools and vehicles. Use of two-way radio and general office equipment including computer, printer, and phone.

### **QUALIFICATIONS & REQUIREMENTS:**

- Two years experience and strong knowledge in irrigation or plumbing or building trades. Work experience in one or more of the standard trades such as carpentry, plumbing, electrical, welding, vehicle repair, painting, or any equivalent combination of training and experience required.
- Ability to assess situations quickly, make sound decisions, and exercise good judgment in routine or emergency situations.
- Ability to work with minimal supervision.
- Ability to work as a team player.
- Must comply with safety rules.
- Strong verbal communication skills required.
- Valid Class C California Driver's License.

### **PHYSICAL DEMANDS:**

This is an outdoor physically-orientated and demanding position which requires:

- Ability to walk and move equipment to various locations within the Gardens, which may not be accessible via motor vehicle or paved roads.
- The ability to lift and carry up to 50 lbs.
- The ability to walk, kneel, bend, stoop, sit, crouch, drive vehicles, and climb ladders.
- Exposure to various noise levels on a daily basis.
- Working outdoors in inclement weather, including cold, rain and heat, as well as nighttime conditions.

**Compensation:** \$13.75 to \$16.50 per hour depending on experience and qualifications.

**To apply:** Interested parties may apply by submitting a MS Word or PDF **Letter of Interest and Resume** to [jobs@descansogardens.org](mailto:jobs@descansogardens.org) with MT1807 in the subject line. Only those meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.