

**Position:** Maintenance Technician I  
**Department:** Horticulture & Garden Operations  
**Reports To:** Field Operations Manager

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**JOB DESCRIPTION:**

This position reports directly to the Field Operations Manager. Maintenance Technician I performs a diverse variety of tasks related to building, grounds and vehicle maintenance. This position requires skill in general electric, plumbing, HVAC, and minor structural repairs. Carpentry, painting and surface repair skills are required. Maintenance Technician I requires a working knowledge of basic vehicle repair and maintenance for the company fleet which includes, trucks, electric and gas carts, diesel tractor and skid steer, hydraulic lift, and children's amusement train.

**JOB CLASSIFICATION:**

This is a full-time non-exempt hourly position. The employee may be scheduled to work early mornings, evenings, weekends and/or holiday hours depending on the needs of the organization.

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

- Maintains and performs routine inspections of DG's vehicles and train by using maintenance logs and a work order system. This includes but is not limited to regular scheduled maintenance, tire repairs, vehicle lighting repair, battery replacement and scheduled cleaning
- Performs general electrical repairs and maintenance including but not limited to, replacement of broken or defective light switches, sockets, outlets, bulbs, fixtures and fluorescent tubes, per established schedule and work order process
- Performs HVAC repairs and maintenance including, but not limited to, replaces or adjusts drive belts; maintains and adjusts motors, pumps and compressors, lubricates and checks heating, cooling or ventilating systems for proper operations
- Regularly repairs and paints interior and exterior surfaces
- Responds effectively and efficiently when summoned to the maintenance needs of staff and visitors, including occasional emergency response
- Performs regular inspections of Descanso Gardens train, fleet, and interior and exterior lighting and electrical, and HVAC, as assigned
- Assists with safety inspections as outlined in the Descanso Gardens IIPP safety plan
- Other duties as assigned

**OTHER DUTIES & RESPONSIBILITIES:**

- Works in a safe manner, using personal protective equipment (PPE) in accordance with OSHA and Descanso's IIPP
- Keeps work areas, tools and equipment in good/clean working condition for optimum performance and to prevent injury
- Adheres to the Code of Safe Practices when performing various job duties which also include the safety of staff, visitors, volunteers, and communicates any hazard concerns as needed
- 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
- Uses the inventory and purchase order system to request supplies and equipment
- Replaces glass in windows, doors, and partition
- Completes basic carpentry projects and assists in construction projects
- Participates in group meetings to discuss projects and expectations
- Participates in safety training meetings
- Provides excellent customer service experience while working in public areas and interacting with garden visitors

**EQUIPMENT USED:**

Computer, printer, phone, tractor, bobcat, 1/8th replica diesel train, golf cart, gems, trucks, gardening equipment, irrigation pipes, 2-way radio, manual and power tools.

**QUALIFICATIONS & REQUIREMENTS:**

- Minimum two years of experience and strong knowledge in either general building maintenance or in one or more of the standard building trades such as carpentry, plumbing, electrical, welding, vehicle repair, and painting
- Ability to assess situations quickly, make decisions and exercise good judgment in routine or emergency situations
- Ability to work with minimal supervision and also as a member of a team
- Strong verbal and written communication skills required including speaking clearly to diverse audiences; reading and writing standard and technical communications, documents and manuals
- Valid CA driver's license
- Various physical requirements and physical demands listed below

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work outdoors in inclement weather including cold, rain, heat and nighttime conditions
- Ability to walk, kneel, bend, stoop, sit, crouch, drive vehicles, and climb ladders
- Occasional wading in and working with water
- Ability to trench for plumbing and irrigation lines
- Ability to lift and carry 50 lbs., occasionally, but not routinely
- Exposure to various noise levels on a daily basis
- Ability to work both indoors and outdoors as required
- Ability to work at heights and in confined spaces
- Ability to work extended periods of time both walking and/or standing

**COMPENSATION:**

Starting at \$15.00 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). Please include **MaintTech2021** in the subject line. Only those applicants 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 and applicant will be considered on the basis of individual ability and merit, without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, pregnancy, national origin, marital status, physical disability, mental disability, medical condition, genetic information, protected military or veteran status, or any other characteristic protected by law.