

Position: Maintenance Technician I

Department: Horticulture & Garden Operations

Status: Full Time, Non-exempt, 40 hours per week

Reports To: Director of Horticulture & Garden Operations or designee

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 position. The employee may be scheduled to work evening and/or weekend hours depending on the needs of the organization.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES includes but is not limited to:

- Maintains and performs routine inspections under the supervision of the Garden Operations Field Manager 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.
- Repairs and paints interior and exterior surfaces
- Assists team with maintenance related to the MBR, Descanso's in house water treatment plant
- 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 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 jobs duties which also includes 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 partitions;
- 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:

- 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 Class C California Driver's License.
- Various physical abilities. Physical demands are 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.

- The 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.
- The 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: up to \$19.00 per hour

Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to jobs@descansogardens.org with **MAINT202208** 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 will be considered based on individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.