



Position: Maintenance Technician

Department: Maintenance

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

Reports To: Garden Maintenance Manager

JOB DESCRIPTION:

This position reports directly to the Garden Maintenance Manager. Maintenance Technician performs a diverse variety of tasks related to building, grounds, and vehicle maintenance. This position requires skill in general electrical, plumbing, HVAC, and minor structural repairs. Carpentry, painting, and surface repair skills are required. Maintenance Technician requires a working knowledge of basic vehicle repair and maintenance for the company's fleet, which includes trucks, electric and gas carts, diesel tractors and skid steers, hydraulic lifts, 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 organization's needs.

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

- Maintains and performs routine inspections under the supervision of the Garden Maintenance Manager of DG's vehicles and trains by using maintenance logs and a work order system. This includes, but is not limited to, regular scheduled maintenance, tire repairs, vehicle lighting repairs, 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, replacing or adjusting drive belts; maintains and adjusts motors, pumps, and compressors; and 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, electrical, and HVAC as assigned.
- Assists with safety inspections as outlined in the Descanso Gardens IIPP safety plan
- Other duties as assigned.
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Other Responsibilities:

- Works in a safe manner, using personal protective equipment (PPE) in accordance with OSHA and Descanso's IIPP. Participates in safety training meetings.
- 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 includes the safety of staff, visitors, and 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.
- Provides excellent customer service experience while working in public areas and interacting with garden visitors.

EQUIPMENT USED:

Computer, printer, phone, 2-way radio, tractor, skid steer (bobcat), boom-lift, 1/8th replica diesel train, electric carts, trucks, gardening equipment, irrigation tools, manual tools, and power tools, irrigation specialty tools, electric drain cleaner machine, and toilet auger. Electric table saw, hand saw, sanders, reciprocating saw, Dremel, oscillating multi-tool, grinders, drill press, welding equipment, torch, soldering iron, electronic devices to locate water pipes, electrical conduits, multimeter, cement mixer, and most common hand 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 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 accommodation 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.
- Occasionally, we need to use waders to work in water and mud.
- Ability to dig trenches for plumbing and irrigation lines.
- The ability to lift and carry 50 lbs., occasionally, but not routinely.
- Exposure to various noise levels daily.
- 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: range \$23 - \$27 per hour.

ACKNOWLEDGEMENT:

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I have received, reviewed, and fully understood the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described.

Employee Signature

Date

Employee Name