



Maintenance Staff Person

Position Description

Role:

The Maintenance Staff Person is responsible for routine inspection and maintenance of buildings, grounds and equipment, as well as assisting with horticultural maintenance. This position may supervise volunteers on maintenance-related tasks.

Employment Type:

- Permanent, Part time, Hourly

Reports to:

- Horticulture and Facilities Manager

Duties & Responsibilities:

- Working with Horticulture and Facilities Manager, oversees quality care and maintenance of garden facilities, equipment, and infrastructure including, but not limited to built structures, landscape tools and machinery, vehicles, hardscapes, and grounds.
- Communicating with vendors and other service providers related to custodial needs, supplies, security, irrigation, electrical, HVAC, and plumbing.
- Perform routine maintenance and repairs to garden equipment, structures, surfaces and infrastructure systems.
- Assist Horticulture and Facilities Manager in obtaining bids for contracted repair, renovation and maintenance of established facilities, infrastructure, and equipment.
- Complete building, carpentry, and fabrication projects.
- Supervise volunteers as needed.
- Interact with garden guests as needed.
- Develop and execute yearly inspection and maintenance plans for facilities and related infrastructure.
- Work with the Horticulture and Facilities Manager in site renovation and redesign.
- Assist with horticultural maintenance tasks, including, but not limited to planting, weeding, mulching, pruning, mowing, string trimming, fertilizing, and integrated pest management.
- Assist horticulture department in planning, development, and execution of seasonal themed exhibits and displays.
- Safe operation of all machinery, tools, and equipment.

- Assist various departments with special events as needed.
- Other duties as needed.

Qualifications and Education Requirement:

- High School Diploma or equivalent
- Have a valid driver's license and be able to work
- 2 years demonstrated experience in maintenance or related field
- Ability to perform hands-on tasks in all weather conditions
- Ability to do physical work including bending, stooping, reaching, climbing ladders or other elevated surfaces and lifting up to 50 pounds.
- Ability to work occasional evening and weekends
- Customer service experience and the ability to work with diverse people
- Ability to work under supervision, independently, or as part of a team.

Performance review:

- An initial performance review will be held after the first 90 days of employment. At that time goals will be prepared for accomplishment during the balance of the growing season. A mid-season performance review will be conducted for returning seasonal personnel. A performance review will be completed at the end of each growing season.

Application Instructions: Please submit a cover letter and resume to

Wellfield Botanic Gardens

Attn: Horticulture and Facilities Manager

1011 N. Main Street

Elkhart IN 46514

Or email to info@wellfieldgardens.org