



## POSITION DESCRIPTION

<p><u>POSITION TITLE:</u> Facilities Technician</p> <p><u>REPORTS TO:</u> Director of Operations</p>	<p><u>REVISION DATE:</u> 12/30/19</p> <p><u>FLSA STATUS:</u> Full-Time, Non-Exempt</p>
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### **QUALIFICATIONS:**

**Education:** Minimum of a High School Diploma or GED.

**Mandatory Experience/Background:** Experience in the custodial field. Must have exceptional verbal and written communication skills and be capable of interacting with guests in a professional manner. Must be able to work flexible hours/days.

**Desired Experience:** Knowledge of maintenance and repair, including that of plumbing, irrigation and water pumps is a plus.

**Physical Requirements:** Must be able to easily navigate the grounds of the Gardens. Requires lifting and carrying up to 50 pounds. Must be comfortable working outdoors in heat and sun.

**Job Role:** Ensure gardens and its facilities are always well cared for to ensure maximum guest experience.

### **Job Description:**

- Maintains cleanliness of the property including public restrooms and walkways, buildings, benches and parking areas
- Perform daily cleaning for all buildings including; dusting, vacuuming, mopping, and emptying trash cans in offices, restrooms and common areas.
- Maintain clean status of all garden trash and recycling, windows and signage throughout the garden

- Ensure all restrooms are well stocked with cleaning supplies.
- May assist with other facilities maintenance related tasks when required.
- Assist operations staff with set up and break down of both rental and internal garden events.
- Interacts with, maintains positive relationships with and staff and volunteers.
- In case of impending inclement weather will work to prepare the gardens. Will also provide post event clean up.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.

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Employee Signature

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Date