

Yew Dell Botanical Gardens Job Description

Position Title: Maintenance Manager Date: June, 2019
Reports to: Executive Director
Classification: Full Time, Non-Exempt

Position Summary: The Maintenance Manager oversees the maintenance, cleanliness and up-keep of Yew Dell's buildings, building systems and equipment, manages trails, paths and parking lots and provides support for programs and events held on the grounds. The Maintenance Manager supervises 1 or more staff and works with volunteers to address institutional needs.

Responsibilities:

- Establish and implement maintenance procedures for keeping all of Yew Dell's buildings, facilities and equipment in the best possible working condition;
- Make repairs to buildings and equipment as abilities allow;
- Secure bids and supervise contractors for repair/maintenance work not done in house;
- Maintain all buildings, paths, trails, parking lots and terrace areas in a clean and presentable condition at all times;
- Maintain and manage Yew Dell's building security and key systems;
- Provide event set up and break down and general event support;
- Provide routine maintenance on Yew Dell power equipment and manage outside maintenance/repair as needed;
- Prepare and manage Maintenance Department budget;
- Maintain Maintenance Facilities in a safe working condition and insure adherence to OSHA protocols in all maintenance work;
- Other duties as assigned.

Qualifications/Requirements:

- Minimum of three years of experience in building maintenance/repair including basic carpentry, electrical, HVAC, plumbing and other essential systems;
- Minimum of three years of experience in maintenance of power equipment;
- Current Kentucky pesticide applicators certification or ability to obtain one within 3 months of hire date;
- Ability to lift 50 pounds;
- Knowledge of cleaning techniques and willingness to perform cleaning duties necessary to keep buildings clean for staff and general public;
- Ability to work collaboratively with other staff and volunteers and communicate effectively with visitors;

- Must be willing to work non-standard hours as needed.
- Must have reliable transportation.