

Yew Dell Botanical Gardens

Job Description

Position Title: Building and Grounds Maintenance Technician
Reports to: Executive Director
Classification: Full Time, Non-Exempt

Date: January 2021

Position Summary: The Building and Grounds Maintenance Technician will perform and coordinate the maintenance of Yew Dell's buildings and facilities to keep them in top working order and to ensure safe and efficient operation by staff and use by visitors. The position also supports Yew Dell events through set up, break down, cleaning and coordination. This position interfaces with all of Yew Dell's departments including horticulture, events, education, visitor services and marketing/communications.

Job Responsibilities:

- Create and implement a comprehensive maintenance schedule for all of Yew Dell's buildings including structures, alarm systems, portable fire extinguishers and fire protection sprinkler systems
- Perform minor to moderate level repairs and preventive maintenance involving plumbing, carpentry, electrical, irrigation, HVAC, appliance and other systems
- Solicit bids from and manage contractors for major repairs
- Maintain exterior hardscape features including parking lots, pathways, retaining walls and fences
- Maintain Yew Dell's natural areas trails, bridges, ponds and spillways
- Create and implement a comprehensive maintenance schedule for all of Yew Dell's power equipment including tractors, golf carts, mowers, blowers and chain saws. Schedule and manage contracted equipment service
- Set up and break down tables, chairs, signage and other items needed for Yew Dell events and rental events
- Coordinate contract cleaning crew and provide intermittent cleaning and trash collection
- Operate power equipment as needed including tractors, fork lift, etc.
- Organize and maintain the maintenance shop in safe and efficient order
- Support other staff, programs and activities as necessary
- Other duties as assigned

Qualifications/Requirements:

- Previous experience in related field preferred
- Familiarity and experience with basic carpentry, plumbing, electrical and other facilities systems
- Familiarity and experience in operation and maintenance of power equipment from tractors to mowers and small power equipment
- Familiarity and experience with basic building cleaning materials and supplies
- Ability to effectively communicate and work collaboratively with other staff, volunteers and visitors
- Must have or be able to obtain a Kentucky pesticide applicator's license
- Ability to be on a ladder and lift up to 50 pounds
- Must be willing to work non-standard hours
- Must have reliable transportation

To apply please send your resume to:
Yew Dell Botanical Gardens
6220 Old La Grange Road
Crestwood, KY 40014

Or email to:
jobs@yewdellgardens.org



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