



JOB DESCRIPTION: Facilities Maintenance Associate

Position Type: Permanent, Hourly, Non-exempt (starting 24 hours per week, \$20-23 per hour (T1-T4))

Closing date: When position is filled

Starting Date: March 2024

Reports to: Garden & Facilities Manager

Supervises: Shares supervision of seasonal employees and volunteers

BENEFITS: 10 paid Holidays, 15 days Paid Time Off (20 days after one year), Access to 403/b with match (after 1 year).

GENERAL FUNCTION

This position is responsible for general maintenance and repair of the Alaska Botanical Garden's facilities and equipment. Operates equipment to aid garden maintenance. Helps set up and breakdown events, workshops, programs, and displays. Leads staff and volunteers to fulfill responsibilities. Interacts with the highest level of professionalism with visitors and staff.

FUNCTIONS, DUTIES and RESPONSIBILITIES

- Maintains and manages furniture and equipment on ABG's site (e.g., tents, vehicles, tools, table, chairs).
- Performs maintenance on equipment; oil changes, lubrication, safety & fluid checks, as well as operates.
- Performs routine mechanical, electrical, plumbing, carpentry and building maintenance.
- Supports Garden installations and special events with unique, engaging content (e.g., Brighter Winter Nights, BOOtanical, Beer in the Garden).
- Supports horticulture staff in the maintenance of grounds (weed, water, harvest, prune, lawn, etc.)
- In conjunction with the Gardens & Facilities Manager, monitors facilities for safety and appearance.
- Works with staff to identify facilities needs and develops solutions.
- Keeps maintained paths and building walkways clear of snow, ice and other hazards for overall safety.
- Maintains an organized inventory of materials, tools, equipment and supplies.
- Supervises seasonal workers and volunteers.

WORKING CONDITIONS

- Shared office/workspace (the Garden lacks dedicated shop space). Projects/activities requiring noise/dust/pollutants must be done outside of operating hours (mornings/evenings/weekends).
- Projects/activities must be done outside when possible.
- Evening/weekend work as needed.
- A successful candidate will be open-minded and willing to be flexible based on the evolving programs and projects.
- Supports Guest Services as backup to admissions and fills admissions shifts as needed.

- Remote work authorized up to 10%.

QUALIFICATIONS

- Must be 18+ years of age.
- High School Diploma or GED.
- Six (6) months of experience working in general maintenance and repairs.
- Background check will be required.
- Skilled operation of equipment.
- Responsible work ethic and reliable attendance.
- Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignments with little or no direct supervision while also working effectively as a team member.
- Must have a valid driver's license and maintain a valid driver's license throughout the course of employment.
- Demonstrated experience in a nonprofit environment.

HOW TO APPLY

Email a cover letter and resume to garden@alaskabg.org

Subject: Facilities Maintenance Associate