

## Position Description

Position Title: Maintenance Technician  
Reports To: Director of General Services  
Type of Employment: Full Time  
Status: Hourly (Non-exempt, eligible for over time)

### **Position Summary**

Tohono Chul seeks a team-oriented Maintenance Technician who will thrive in a fast-paced environment and who is well-suited to working collaboratively with staff and volunteers. Responsible for preserving the good condition and functionality of Tohono Chul's grounds, buildings, vehicles and equipment. This position will perform tasks of great variety such as general cleaning, landscaping, irrigation, carpentry, painting, electrical, plumbing, heating, ventilation and air conditioning. Will be responsible for supervising the Custodian position. Working conditions include outdoor environment, extreme temperatures, cleaning materials and equipment and lifts or carries heavy objects. This position requires a workweek of Saturday through Wednesday and occasional work on evenings, nights, and holidays.

### **Essential Duties and Responsibilities**

- Inspects buildings and other structures to determine functional systems and detect malfunctions and perform needed repairs.
- Perform electrical work such as removing and replacing motors, fuses, switches and outlets, light bulbs, cables and installing conduit.
- Performs minor plumbing maintenance such as: replace or repair leaks in drains, faucets, unclogging of drains, trenching and laying new lines, irrigation etc.
- Performs painting, carpentry, and masonry work for interior and exterior of buildings.
- Assist in the setup of ventilation, refrigeration and other systems and conduct repairs when necessary.
- Maintain heating and plumbing systems to ensure functionality.
- Inspect alarm and or fire protection systems and schedule repairs when needed.
- Keep shop and work areas clean and safe from hazards.
- Order parts and maintain required documents.
- Assist with function setups for semi-annual plant sales and other Tohono Chul events.
- May perform basic plant care, landscape and custodial maintenance as needed.
- Other duties as assigned

### **Education and Experience**

- Associate's degree (A.A.) or equivalent from two-year college or technical trade school; or equivalent combination of training, education and experience.
- Two to five years mechanical experience, including electrical, HVAC, plumbing, carpentry, required.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

- Proficient in relevant computer software and hands-on experience with Microsoft Outlook, Word and Excel.
- Must meet all physical requirements and be able to take direction.

### **Knowledge, Skills and Abilities**

- Basic understanding of electrical, welding, plumbing, irrigation and HVAC systems.
- Knowledge of general maintenance processes and methods.
- Working knowledge of tools, common appliances and methods.
- Strong communication and organizational skills.
- Ability to evaluate objectively, fairly and consistently.
- Able to work independently and prioritize multiple tasks.
- Able to follow oral and written instructions.
- Able to work effectively with a team.

### **Employee Safety**

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for notifying their supervisor any conditions within the building or grounds that may be hazardous to employees, volunteers or visitors.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, anything greater should be done with assistance. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment is usually moderate.

### **To Apply**

Submit resume and cover letter via email to:

Penny Poynter, Director of Finance and HR at [ppoynter@tohonochul.org](mailto:ppoynter@tohonochul.org)