

Position Description

Position Title: Facilities Assistant
Reports To: Facilities Supervisor
Type of Employment: Full Time
Status: Hourly (Non-Exempt, eligible for overtime)

Position Summary

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

We are seeking an organized and team-oriented Facilities Assistant who values the mission of Tohono Chul, is organized, and can prioritize tasks in a fast-paced environment and who will work collaboratively with staff and volunteers.

Responsible for preserving the good condition and functionality of Tohono Chul's structures, 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.

Maintenance Supervisor is responsible for supervising the Maintenance Assistants and Custodian positions. Working conditions include outdoor environment, extreme temperatures, cleaning materials and equipment and lifts or carries heavy objects.

This position requires a workweek of Monday through Friday and occasional work on evenings, nights, and holidays. On call hours also.

Essential Duties and Responsibilities

- Manages, tracks and prioritizes maintenance requests in a timely and transparent manner.
- Responsible for inspection of buildings and other structures to determine functional systems and detect malfunctions and perform any needed repairs.
- Performs 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.
- Responsible for inspection of alarm and fire protection systems and schedule repairs when needed.
- Keep shop and work areas clean and safe from hazards.
- 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

- High School Diploma or GED
- One to two years' experience in relative field in repairing and maintaining equipment and facilities

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.
- 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.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Safety

This employee is responsible for the use of safety devices and protective equipment 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 walk; stand; and talk and hear. The employee may have to lift and or move up to 10 pounds.

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 noise level in the work environment is usually low.

To Apply

Submit a resume, a letter of interest, and 3 references to humanresources@tohonochul.org Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled.