

Position Description

Position Title:	Facilities Assistant
Reports To:	Facilities Manager
Salary:	\$18.60-20.50 per hour, DOE
Pay type:	Hourly pay
Pay Status:	Non-exempt; eligible for overtime
Benefit status:	Eligible for all benefits
Hours:	40 hours per week; Tuesday- Saturday; 5 days/week May - September hours are 5:30am - 2:00pm October – April hours: are 6:30am - 3:00pm Hours may vary and are subject to change Some nights or weekends may be necessary throughout the year May be called for emergency issues outside of regular hours

Organizational Summary

Tohono Chul is a beloved 49-acre public garden in Tucson, Arizona, founded in 1985. Our mission is to serve as a community oasis, where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive. A destination for both locals and global visitors, it has been recognized as "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

Position Summary

We are seeking an organized and team-oriented Facilities Assistant who values the mission of Tohono Chul, is highly skilled in executing an array of maintenance repairs, facility upkeep and operations needs of Tohono Chul's buildings and visitor facilities. The Facilities Assistant is responsible for prioritizing and addressing day-to-day repairs while concurrently scheduling and executing planned maintenance projects. This position will perform maintenance and repair tasks of great variety such as carpentry, painting, electrical, plumbing, heating, kitchen equipment maintenance, hardscape and air conditioning. The Facilities Assistant works closely with horticultural, guest services, volunteer, and administrative teams to support the garden's mission while enhancing the guest experience.

Essential Duties and Responsibilities

Facilities Maintenance & Operations

- Manages, executes, and documents maintenance requests in a timely and transparent manner
- Ensure all visitor areas, parking lots, and common spaces are well-maintained and free of hazards.
- Follows and executes preventative maintenance plans
- Performs electrical work such as maintaining site lighting, 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, etc

- Performs painting, cleaning, carpentry, and masonry work on interior and exterior of buildings, garden walls and pathways.
- Assists in kitchen and appliance repair, heating, ventilation, refrigeration and other systems and conduct repairs when necessary
- Help monitor and maintain water features, drinking fountains, and irrigation systems.
- Monitor and restock supplies used in public areas and by custodians
- Coordinates with contractors on specialty services such as roofing, plumbing, HVAC, pest control, etc

Equipment and Safety Support

- Keep shop and work areas clean and safe from hazards
- Assist in the care and maintenance of garden tools, machinery, golf carts, and vehicles.
- Conduct regular inspections to identify maintenance issues and report them to the Facilities Manager.
- Support safety plans and procedures, including security systems, guest safety from snake and wildlife interactions, emergency response and fire safety protocols.

Team Collaboration & Visitor Support

- Work closely with the Facilities Manager, horticultural teams, and visitor services staff to ensure smooth daily operations.
- Provide assistance to visitors with inquiries related to garden facilities.
- Support event setup, logistics, and breakdown as needed.

Education and Experience

- High school diploma or equivalent required; trade school or relevant certification is a plus.
- 1–3 years of experience in facility maintenance, contractor (preferably in a park, garden, or public space).

Knowledge, Skills, and Abilities

- Basic knowledge of electrical, carpentry, hardscape, plumbing, irrigation, and HVAC repairs and systems
- Knowledge of general maintenance processes and methods
- Proficient in the use of tools, small machinery, common appliances, and maintenance techniques.
- Strong attention to detail
- Ability to evaluate objectively, fairly, and consistently
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Competency with Microsoft Outlook, Word, and Excel
- Excellent verbal and written communication skills.
- Capable of working independently, following oral and written instructions, and working as part of a team.

- Must meet all physical requirements and be able to follow direction. Ability to work outdoors in varying weather conditions and handle physical tasks when necessary.

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 50 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, to humanresources@tohonochul.org