Position Title: Maintenance Assistant
Reports To: Facilities Director
Job Category: Full-time, Exempt
Salary: $17/hour, plus generous benefits package

JOB DESCRIPTION
Responsible for basic maintenance and repair tasks and assists with irrigation, well maintenance, electrical, plumbing, vehicle maintenance, and general facility maintenance projects.

Duties and Responsibilities
- Assists in troubleshooting, maintenance, repair and adjustment of irrigation, electrical, plumbing and other building systems and equipment.
- Assists with maintenance of vehicle fleet.
- Moves equipment and furniture as needed, for cleaning or renovation purposes.
- Performs basic repairs to plumbing systems including fixing leaky faucets and opening clogged drains, etc.
- Performs minor drywall repairs.
- Performs regular cleaning duties, which includes sweeping, dusting, mopping, and vacuuming.
- Inspects control panels and electrical wiring to detect any issues that require immediate attention.
- Maintains tools and equipment and keeps supplies and parts in order. Cleans work area, tools, machines and equipment.
- Promptly responds to work orders and requests for emergency repairs and clean-ups.
- Performs other general building maintenance as assigned. Drives vehicle as needed.
- Assists with event set-up as needed

Knowledge, skills and abilities
- Basic knowledge in areas of irrigation, electrical, plumbing, HVAC and carpentry.
- Ability to use power and hand tools, hand drills, electric meters, and hoisting equipment.
- Ability to understand and follow oral and written instructions. Ability to read and interpret drawings, blueprints and/or schematics.
- Ability to work in safe and efficient manner.
- Ability to use a computer.

Minimum Requirements
Education: High school diploma or GED
Experience: One year experience in craft/building maintenance work.
Certifications/Licenses: Valid AZ driver’s license

Physical Requirements
Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. multiple times per shift.
Talking, hearing, and seeing.
Working Conditions

Possible exposure to hot weather and temperatures. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, wildlife etc. Possible exposure to fumes, odors, etc. that may require protective equipment.

Boyce Thompson Arboretum (BTA), an independent non-profit organization, is located just outside of Phoenix, Arizona. At 343 acres, it is the largest and oldest botanical garden in the state of Arizona, and holds a collection of 3,900 species. The Arboretum brings together plants from the world’s varied deserts and dry lands, displaying them alongside native Sonoran Desert vegetation in the stunning Superstition Mountains. BTA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. [www.btarboretum.org](http://www.btarboretum.org).

Please email applications to [Shelbi.Storms@btarboretum.org](mailto:Shelbi.Storms@btarboretum.org).