

## Santa Fe Botanical Garden

### JOB DESCRIPTION

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**Job Title:** Facilities Maintenance Staff

**FLSA Classification:** Non-exempt

**Pay Rate:** \$24.83/hour

**Part Time:** ☒ **Full Time:** ☐

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**Supervision Received:** Works under the supervision of Director of Operations

**Supervision Exercised:** Oversee Facilities Volunteers, vendors and contractors

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#### Job Summary:

The Facilities Maintenance Staff is responsible for the overall maintenance, safety, and functionality of the organization's physical facilities, including buildings, grounds, and equipment. This role ensures that all facilities are maintained to the highest standards, comply with relevant regulations, and support the organization's operations efficiently. The Facilities Maintenance Staff will coordinate with other departments to provide support and respond to emergency situations promptly.

The position is part-time, requiring an average of 20 hours per week, 8am-12pm. Flexibility is essential as the weekly schedule may vary based on operational needs and seasonal demands. This position may have the potential to transition into a full-time, exempt role at 40 hours per week in the future, but that is not guaranteed.

#### Essential Responsibilities:

- Maintain a clean and orderly garden, ensuring that all pathways are well-maintained, and address any damage promptly.
- Implement a comprehensive maintenance schedule for all facilities, including preventive and corrective maintenance.
- Oversee routine inspections of buildings, grounds, and equipment to ensure compliance with safety regulations and identify areas for improvement.
- Coordinate with external service providers for repairs, renovations, and other projects as needed.
- Supervise and train operations volunteers, ensuring that they are equipped to perform their duties effectively and safely
- Act as the secondary point of contact for all facilities-related emergencies, including after-hours situations, snow removal, leaks, break-ins, fire, etc.

#### Additional Responsibilities:

- Clean indoor spaces such as the visitor center and offices, ensuring they are welcoming and presentable.
- Coordinate snow removal and garden cleanup after storms to ensure safety and accessibility.
- Rodent control including setting, checking, and emptying traps at all Garden facilities.
- Empty all waste receptacles regularly to maintain cleanliness.
- Coordinate with other departments to support programmatic events, ensuring that facilities are prepared, set up, and broken down appropriately.

- Support the Events Manager with set-up, take-down, and on-the-day support of special events (e.g. La Luz de las Noches and Native Elements) and facility rentals.
- Manage inventory of maintenance supplies and equipment, ensuring that all necessary items (such as first aid kits) are stocked and in good working order.
- Minor construction projects and electrical repairs.

#### **Competencies:**

- Excellent organizational and time management skills.
- Strong analytical and proactive problem-solving skills to address facilities issues promptly.
- Strong attention to detail and accuracy.
- Effective communication skills, both written and verbal.
- Ability to prioritize tasks and manage multiple deadlines.
- Ability to work independently with minimal supervision.
- Ability to safely use manual and power tools.
- AV experience preferred

#### **Education Requirement:**

- HS Diploma or equivalent.
- Associate's degree in Facilities Management, Facilities Engineering, Construction Management, or related field is preferred.

#### **Experience Requirement:**

- Minimum of 5-10 years of experience in facilities management, building maintenance, or a related field.
- Experience with irrigation and plumbing systems, electrical, HVAC, and construction is highly desirable.

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

- Strong knowledge of building systems, including electrical, plumbing, and fire safety.
- Familiarity with local, state, and federal regulations related to facilities management and safety.
- Ability to read and interpret blueprints, schematics, and technical manuals.
- Strong interpersonal skills and ability to interact professionally with stakeholders at all levels.

#### **Special Requirements:**

- Valid New Mexico Driver's license.
- Required to work weekend or evening hours or on holidays.

#### **Physical Requirements:**

- Must be able to lift up to 50 lbs.
- Must be able to resurface paths and shovel snow.
- Must be able to walk on uneven ground and up and down steps.
- Ability to climb ladders, stand, walk, and bend for extended periods.
- Capacity to work in various environments, including outdoors, in confined spaces, and in inclement weather.

**Working Environment:**

- The Facilities Maintenance Staff will work both indoors and outdoors
- The role may involve exposure to hazardous materials and equipment, requiring strict adherence to safety protocols.

**Equal Employment Opportunity:**

The Company is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

**Americans With Disabilities Act:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**To Apply:**

Please send your resume and cover letter as attachments via email to [jobs@santafebotanicalgarden.org](mailto:jobs@santafebotanicalgarden.org) and include "Facilities Maintenance Staff" in the email subject line. Applications will be reviewed immediately until the position is filled.

**Mission Statement:**

The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden. For more information, visit us online at [santafebotanicalgarden.org](http://santafebotanicalgarden.org).