



Santa Fe Botanical Garden

JOB DESCRIPTION

Job Title: Facilities Maintenance Staff

FLSA Classification: Non-Exempt

Pay Rate: \$24.83/hour

Part Time: ☒ **Full Time:** ☐

Supervision Received: Position reports to the Director of Horticulture.

Supervision Exercised: Supervises facilities volunteers; oversees vendors and contractors as assigned.

Job Summary:

Under the general supervision of the Director of Horticulture, the Facilities Maintenance Staff maintains the safety, cleanliness, functionality, and overall condition of the organization's physical facilities, including buildings, grounds, and equipment. This role ensures facilities meet applicable regulations and support the organization's operations efficiently. The Facilities Maintenance Staff works with other departments to provide support and responds promptly to emergency situations. Tasks and duties are coordinated through a work-order process under the direction of the Director of Horticulture.

This position is part-time, with a schedule of 20 hours per week, including regular evenings and weekends in support of setup and breakdown for educational and public events.

Essential Responsibilities:

- Maintains a clean and orderly garden, ensuring pathways are well maintained, and addresses any damage promptly.
- Implements a comprehensive maintenance schedule for all facilities, including preventive and corrective maintenance.
- Conducts routine inspections of buildings, grounds, and equipment to ensure compliance with safety regulations and identify areas for improvement.
- Performs rodent control, including setting, checking, and emptying traps, and disposing of live trapped or deceased animals.
- Coordinates and performs snow removal and garden cleanup after storms to ensure safety and accessibility.
- Supervises and trains facilities volunteers, ensuring they are equipped to perform their duties effectively and safely.
- Acts as the secondary point of contact for all facilities-related emergencies, including after-hours situations such as snow removal, leaks, break-ins, and fire.
- Ensures the portable restrooms are kept clean on a daily basis between scheduled service visits and before and after events and programming at the Garden.
- Regularly cleans, monitors, and refills water coolers at water station locations throughout the Garden.

Additional Responsibilities:

- Cleans indoor spaces such as the visitor center and offices, ensuring they are welcoming and presentable.
- Coordinates with external service providers for repairs, renovations, and other projects as needed.
- Empties all waste receptacles regularly to maintain cleanliness.

- Works with other departments through the work-order process to support programmatic events, ensuring facilities are prepared, set up, and broken down appropriately.
- Supports set-up, take-down, and on-the-day support of special events (e.g., La Luz de las Noches).
- Manages inventory of maintenance supplies and equipment, ensuring necessary items (such as first aid kits) are stocked and in good working order.
- Performs minor construction projects and electrical repairs.
- Other duties as assigned by the Director of Horticulture.

Competencies:

- Commitment to the Garden's mission.
- Excellent organizational and time management skills.
- Ability to follow verbal and written instructions.
- 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 collaboratively as part of a team, as well as independently.
- Ability to safely use manual and power tools.
- Audio-Visual (AV) experience preferred.
- Flexibility, integrity, and the highest degree of professionalism.

Education Requirement:

- High School Diploma or equivalent combination of education and experience in Facilities Management, Facilities Engineering, Construction Management, or similar field.

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.
- Bilingual and multilingual skills preferred.

Special Requirements:

- Valid New Mexico Driver's license.
- May be required to work weekend or evening hours or on holidays.
- Use of a personal vehicle for Garden-related duties may be requested on occasion and will be reimbursed at the current IRS standard mileage rate.
- Ability to successfully pass a criminal background check.

Physical Requirements:

- Must be able to lift up to 40 lbs.
- Must be able to resurface paths and shovel snow.
- Must be able to walk on uneven terrain, navigate stairs, climb ladders up to 6 feet, and kneel or sit on the ground.
- 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:

- Must be able to work outdoors in varying conditions, including extreme temperatures, rain, dust, allergens, insects, wildlife, and sun exposure.
- Work is primarily performed on site, out-of-doors, both independently and collaboratively.
- Some office work may be performed on-site or remotely.
- May have occasional exposure to pathogens and infectious disease.

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 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.

Job Responsibilities:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Garden may change the specific job duties with or without prior notice based on the needs of the organization.

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 visitsfbg.org.

Signature

Date

Printed Name

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