

Maintenance Technician – Sun-Thurs

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 508-869-6111

Direct Manager:	Facilities Director		
Department/Group:	Facilities	Job Category:	• Non-exempt • Full-time • Benefits eligible
Location:	Boylston MA	Travel Required:	Local, occasional
Rate:	\$23.00 - \$25.00 per hour	Apply:	https://bit.ly/nebg-jobs

Position Overview

This position provides critical support to all areas of NEBG at Tower Hill with duties including building and grounds maintenance, event set-up and breakdown, back-up to custodial function when required and other duties as assigned. New England Botanic Garden is committed to connecting people with plants, fostering environmental stewardship, and creating meaningful experiences that inspire our community through horticulture, education, and nature.

Our Culture

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Be welcoming to all staff and the public and respectful of staff differences and preferences.
- Work for an organization deeply committed to diversity, equity, inclusion, and accessibility (IDEA).
- Explore opportunities to attend IDEA workshops and initiatives that foster a culture of belonging.
- Enjoy comprehensive benefits, retirement savings options, generous paid time off, and holidays.

Responsibilities

- Using tools and equipment provided, perform repairs as assigned by Facilities Manager, including light electrical, plumbing, mechanical, HVAC and carpentry.
- Performs routine maintenance to building and equipment in accordance with pre-determined schedule or assignment by Facilities Manager.
- Exterior or interior painting or staining of walls, trim, doors, furniture or structures.
- Supports snow removal operations under the direction of the Facilities Manager and/or Director of Horticulture. Tasks may include but are not limited to plowing (with appropriate experience and license), shoveling snow, operating a snowblower and applying ice melt as needed.
- Notification to Facilities Manager when required repairs are too technical to complete by in-house staff. When the manager is not available, notify COO and/or contact vendor for completion.
- Responds to staff requests for maintenance or repairs, prioritizing safety issues first.
- When applicable, provide help or guidance to outside vendors.
- Understand, interpret and execute written and electronic work orders.
- Configure pre-event set up and post-event breakdown and clean up. Deliver portable equipment: tables, chairs, audio visual equipment, stations, pedestals, etc.
- Use provided computers to communicate clearly with other departments about setup requirements, work orders, and electronic correspondence.
- In the event of staffing issues, help or perform custodial duties such as cleaning or setups.

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- Will share on-call after-hours responsibilities on a rotating basis.
- Work with an awareness of surroundings and be vigilant to any possible threat to the safety of staff and the public, or NEBG. Ensure all concerns are reported promptly.
- Comply with provisions of the current Employee Handbook, all published personnel policies and job description requirements.
- Other duties as assigned.

Schedule

The standard work schedule for this position is **Sunday-Thursday, including an unpaid 30-minute meal break**. However, at times, the technician will need to be flexible with this schedule based on the needs of the event calendar.

Physical Demands / Working Conditions:

- Must be able to lift 50 pounds repeatedly.
- Must be able to work indoors and outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
- Must be able to work with appropriate tools and machinery.
- Must be able to effectively use standard office technology including telephones and computers, and Microsoft Office software including Outlook, Word, and Teams.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Qualifications

- High School diploma or equivalent
- 2-3 years proven work experience in a maintenance or facility support position
- Experience working with the public, customer service
- Strong work ethic
- Time management skills
- Must have reliable transportation
- Must be legally authorized to work in the United States.
- Must authorize a criminal background check