



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING – FACILITY MAINTENANCE

**Department:** Facility Management

**Supervisor:** Facility Maintenance Manager

**Pay Type:** Hourly, Full Time, Non-exempt

**Date Posted:** April 27, 2021

**Position Summary:** Maintenance, diagnosis, and repairs of buildings and outdoor hardscape.

### Essential Functions:

- Inspect, maintain, and repair the Plumbing, HVAC, and Electrical systems
- Inspect, maintain, and repair the outdoor hardscape, and building skin
- Follow paper flow procedures and documentation of repairs
- Document all repairs and complaints of equipment
- Track budgets in Budget Pro
- Coordinate maintenance needs of other departments
- Proper and safe operation of equipment
- Other duties as assigned by supervisor

### Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect.
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests.
- Assist with implementation of "Garden Etiquette" and aesthetics throughout the entire property.

### Education and/or qualifications preferred:

**Education:** High School diploma required. Some college preferred.

**Experience:** Previous maintenance experience; 2 to 5 years.

**Specific Skills:** Organization, interpersonal communication skills, computer skills, ability to plan and manage resources and understand budgets.

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee will be required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust and focus. The employee must occasionally lift and/or move up to 100 pounds. Considerable reaching, stooping, bending, kneeling, and/or crouching is also required.

**Working Conditions:** When working the employee will be exposed to extreme temperatures, both hot and cold, noisy equipment, small spaces. Work is done both indoors and outdoors. Varying heights and lifts are required for certain tasks.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to [hr@meijergardens.org](mailto:hr@meijergardens.org).

**Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.**

*All candidates are required to submit to our background and drug screening process.*

**Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding and appreciation of gardens, sculpture, the natural environment and the arts.**