

# Yew Dell Botanical Gardens

## Job Description

**Position Title:** Building Maintenance Technician  
**Reports to:** Director of Horticulture and Facilities  
**Classification:** Full Time, Non-Exempt

**Date:** January 2025

**Position Summary:** The Building Maintenance Technician will perform and coordinate the maintenance of Yew Dell's buildings to keep them in top working order and to ensure a safe and efficient environment for staff and visitors. The Building Maintenance Technician will interact daily with the Horticulture and Facilities team while also working and collaborating with all other departments. The Building Maintenance Technician will also engage with volunteers and the public to support the institution's guiding mission of sparking a passion for plants and gardening through accessible science and inspiring beauty.

### Job Responsibilities:

- Create and implement a comprehensive maintenance schedule for all of Yew Dell's buildings including structures, alarm systems, portable fire extinguishers and fire protection sprinkler systems
- Perform minor to moderate level repairs and maintenance work including basic carpentry, electrical, HVAC, appliances and plumbing as needed
- Solicit bids from and manage contractors for major repairs
- Support set up and break down for Yew Dell events and rental events
- Collaborate with Grounds Maintenance Technician on projects as needed
- Coordinate cleaning issues with Office Manager and provide intermittent cleaning and trash collection
- Operate power equipment as needed including power washers, tractors, forklift, etc.
- Organize and maintain the maintenance shop in a safe and efficient order in partnership with the Grounds Maintenance Technician
- Train, supervise and work with volunteers and lead volunteer workdays
- Assist with Yew Dell community programs and events
- Other duties as assigned

### Qualifications/Requirements:

- Previous experience in related field preferred
- Familiarity and experience with basic carpentry, plumbing, electrical and other facilities systems
- Familiarity and experience with basic building cleaning materials and supplies
- Familiarity and experience in operation and maintenance of power equipment from tractors to mowers and small power equipment
- Ability to effectively communicate and work collaboratively with other staff, volunteers and visitors
- Ability to be on a ladder, lift up to 50 pounds and be on foot for long periods of time
- Must be willing to work rotating-seasonal and non-standard hours as needed
- Must have daily transportation and ability to attend meetings and various functions as required

To apply send your resume to:  
Yew Dell Botanical Gardens  
6220 Old LaGrange Road  
Crestwood, KY 40014  
Or email to:  
[jobs@yewdellgardens.org](mailto:jobs@yewdellgardens.org)



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