

## Yew Dell Botanical Gardens Job Description

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

**Date:** January 2025

**Position Summary:** The Grounds Maintenance Technician will perform and coordinate the maintenance of Yew Dell's grounds and equipment to keep them in top working order to ensure a safe and efficient environment for staff and visitors. The Grounds Maintenance Technician will interact daily with the Horticulture and Facilities team while also working and collaborating with all other departments. The Grounds 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 power equipment and vehicles
- Schedule and manage contracted equipment service
- Solicit bids from and manage contractors for major repairs
- Maintain exterior hardscape features including parking lots, pathways, retaining walls, fences, gates and garden lighting
- Operate riding/push mowers and trimmers as necessary
- Maintain Yew Dell's natural area's trails, bridges, ponds and spillways
- Collaborate with Building Maintenance Technician on projects as needed
- Provide trash collection and manage contracted service
- 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 Building 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 grounds and equipment maintenance or related field
- Familiarity and experience in operation and maintenance of power equipment from tractors to mowers and small power equipment
- Familiarity and experience with basic carpentry, plumbing, electrical and other facilities systems
- Familiarity and experience with basic building cleaning materials and supplies
- Ability to effectively communicate and work collaboratively with other staff, volunteers and visitors
- Must have or be able to obtain a Kentucky pesticide applicator's license
- 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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