



TUCSON BOTANICAL GARDENS

**Tucson Botanical Gardens**

Position Description

**TITLE:** Facilities Technician II

**PURPOSE:** To maintain a safe and clean environment for visitors, renters, docents, volunteers, and staff.

Reports to: Director of Operations (DO), Facilities Supervisor (FS)

**DUTIES AND RESPONSIBILITIES:**

- 1) Assist the DO and the FS in care, cleaning, and maintenance of the buildings and property which may include, but are not limited to;
  - a. Public areas including restrooms, offices, kitchens, galleries, classroom, garden trash bins, and all other areas as assigned.
  - b. Plumbing, painting, electrical, furniture repair, exhibit construction, roofing maintenance and repair, and any other duties as assigned.
  - c. Following proper opening and closing procedures for the public garden areas and all associated buildings.
- 2) Assist with set-up, take-down and clean-up for classes, private events, and meetings.
- 3) Assist with the installation of special exhibitions, including proper handling and placement of artwork, structural elements, lighting elements, and other exhibition media.
- 4) Attend to any immediate minor safety problem and report all safety problems to your supervisor. Any problem that requires more than a minor fix should be isolated from volunteers and visitors.
- 5) Complete accident report forms for any accident or injury that you may witness or be involved with and provide all reports to the Facilities Operations Manager.
- 6) Assist as needed in all TBG special events.
- 7) Interaction with all TBG visitors, renters, docents, volunteers and staff shall be in a respectful and pleasant manner.
- 8) Perform other duties as requested.

**DEPARTMENT:** Facilities

**REPORTS TO:** Director of Operations and Facility Supervisor

**COOPERATIVE RELATIONSHIPS:** Facility Rental Manager, Horticultural Manager

**POSITION REQUIREMENT:** A valid Arizona driver's license. Must be able to perform the physical duties of the position; the ability to lift 50 pounds, work outdoors through all seasons and weather. Must have at least 3 years of experience in exhibitions and/or building maintenance including carpentry, plumbing, painting, electrical, and/or roofing. Some evenings required. Workweek may include weekends.