



Job Title: Facilities & Grounds Maintenance Technician (part-time 20 hours/week)

Location: Asheville Botanical Garden, 151 W.T. Weaver Blvd, Asheville, NC 28804

Position Overview

The Asheville Botanical Garden (ABG) is seeking a reliable, skilled, and hands-on **Facilities & Grounds Maintenance Technician** to support the upkeep, safety, and functionality of the Garden's buildings, grounds, and infrastructure. This role is essential in ensuring a welcoming and well-maintained environment for visitors, volunteers, and staff. The ideal candidate is experienced with groundskeeping, building maintenance, and equipment care, and is comfortable working outdoors in various weather conditions. Candidate should also be friendly and comfortable working with other staff members, the public and volunteers.

Key Responsibilities

Grounds & Property Maintenance

- Perform regular mowing, blowing, weed whacking, and leaf removal across Garden grounds.
- Carry out regular lawn maintenance tasks such as reseeding, aerating and occasional herbicide treatments.
- Collect trash throughout the property and maintain clean public spaces.
- Conduct snow and ice removal to ensure safe access during winter weather.
- Install, update, and monitor signage throughout the property.
- Maintain gravel trails to ensure proper drainage, reduce erosion and prevent tripping hazards for visitor safety.
- Perform maintenance on fences and outdoor structures as needed.
- Assist with general garden projects in coordination with horticultural staff.

Building & Structural Maintenance

- Perform routine maintenance on HVAC, plumbing, and lighting systems.
- Perform routine inspections of facilities and structures for safety.
- Conduct painting and pressure washing to keep buildings and structures in good condition.
- Remove graffiti as needed throughout the property.

Equipment & Tool Maintenance

- Perform regular maintenance on Garden equipment, tools, and machinery.
- Conduct repairs and coordinate contracted repairs and maintenance to ensure equipment upkeep.

Contractor & Project Coordination

- Communicate, schedule and coordinate with outside contractors for maintenance and repairs needing specialized expertise, as needed.
- Attend monthly facilities committee meetings to coordinate with staff and volunteers on projects and improvements.
- Ensure contracted work meets ABG standards for quality and safety.
- Purchase supplies needed for maintenance, repairs, and equipment upkeep.

Qualifications

- Experience in groundskeeping, facility maintenance, or related fields.
- Knowledge of basic HVAC, plumbing, and lighting system maintenance.
- Ability to use and maintain landscaping equipment, hand tools, and power tools.
- Small engine repair experience preferred but not required.
- Ability to perform physical labor, including lifting, bending, and working outdoors in various weather conditions.
- Strong communication, teamwork skills and ability to work in coordination with staff, board members & volunteers.
- Self-motivated, organized, and able to work independently and be flexible.
- Ability to work in coordination with staff, board & volunteers.
- Must be friendly and work well with diverse staff, visitors and volunteers and able to work safely in a public space while visitors are present.
- Ability to achieve neat and professional standards of workmanship in all projects.
- Turf management experience preferred but not required.

Work Environment, Compensation & Benefits

- Pay rate: **\$23.15 per hour**
- Part time position (20 hours per week) with flexible schedule but hours must be spread across the week between 8 am & 6 pm. Weekend hours are not required, but are allowed.
- Occasional weekend or specific hours may be required for events with advance notice.
- Benefits: paid time off & matching retirement contributions
- On site, indoor and outdoor work across a variety of weather conditions.

How to Apply

Interested applicants should submit a résumé showing relevant experience, along with a brief statement of interest in joining the Asheville Botanical Garden team. Please send application materials to: office@ashevillebotanicalgarden.org