



Position Description

Job Title:	Site Maintenance Technician
Department:	McGovern Centennial Gardens
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Full time
Effective Date:	1/11/18

Primary Focus:

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come. Under the supervision of the Site Maintenance Manager, the Site Maintenance Technician position is responsible for performing highly detailed site maintenance work in support of Hermann Park Conservancy operations. This position also requires a high degree of ambassadorship and public interaction to maximize the visitor experience for guests at Hermann Park.

Job Description

Responsible for upholding maintenance standards for site fixtures, structures, building envelopes, walls, pavement, flooring, water fountains, and drainage systems. Performs minor facility repairs including plumbing, electrical, painting, carpentry, masonry, or mechanical work. Performs custodial services to clean facilities, maintain inventory, replenish supplies, and apply cleaning chemicals as appropriate. Moves furniture and other items. Vacuums fountains and empties skimmers. Assists with park ambassadorship including providing customer service and information to park visitors. Performs additional duties as assigned. Complies with all Hermann Park Conservancy rules and procedures.

Qualifications

- Graduation from high school or GED
- Three years experience in facilities maintenance, construction, mechanical, or skilled trades
- Experience working with the public

Knowledge, Skills, and Abilities

- Knowledge of commercial building/grounds maintenance techniques and procedures
- Knowledge of operating/maintaining power tools, custodial, and grounds maintenance equipment
- Knowledge of general work site safety
- Skill in effective verbal communication and following written instructions
- Skill in providing quality customer service in a courteous and professional manner
- Skill in troubleshooting, planning, and performing minor facility repairs and projects
- Skill in using grounds, custodial, and specialized power equipment
- Skill in establishing and maintaining effective work relationships with co-workers
- Ability to maintain flexibility and work with frequent interruptions
- Ability to work effectively as a team member in a fast-paced environment
- Ability to follow and enforce park rules and regulations with the public

Working Conditions

- Required to work at a public park with a high degree of public interaction
- Required to perform work outdoors, occasionally in adverse weather conditions
- Required to perform manual labor, including lifting supplies and materials up to 50 lbs
- Must conform to Hermann Park Conservancy dress and grooming standards, work rules, and safety procedures

Salary and Hours

- \$13.00 to \$15.00 per hour
- 40 hours per week, including hours other than 8:30 am to 5:30 pm, weekends, evenings, and holidays

How to apply:

Mail, fax or email resume and cover letter to:

Hermann Park Conservancy

Attn: Director of Operations

7000 Hermann Drive

Houston, TX 77004

Fax: 713.524.5887

E-mail: employment@hermannpark.org