



JOB DESCRIPTION:

FACILITIES ASSISTANT

Greenwood Gardens, a non-profit public garden and historic site, is seeking a full-time Facilities Assistant.

OVERVIEW:

Greenwood Gardens is a historically significant 28-acre public garden and former private estate whose mission is to connect people with nature and the arts in a historic garden oasis. Incorporated as a non-profit and open to the public for free-roam visitation since 2013, Greenwood continues in its efforts to preserve and enhance its gardens, architecture, and landscape for the education and enjoyment of the public, guided by a five-year Strategic Plan. Its terraced gardens, meadows, woodlands, grottoes, and teahouses were designed in the early twentieth century by William W. Renwick. A time capsule of New Jersey's gracious past and a haven of tranquility in the busy New York metropolitan area, the site's original sweeping vistas have been preserved and extended on all sides by designated parkland.

JOB DESCRIPTION:

The Facilities Assistant is responsible for the day-to-day care and maintenance of this historically significant cultural landscape and its buildings. The Facilities Assistant works under the direct supervision of the Deputy Director to perform repairs, maintenance, and cleaning of all buildings, grounds, and equipment. The Facilities Assistant is also responsible for the care of Greenwood's animal collection (chickens, turkeys, and geese). The ideal candidate will have extensive experience in landscaping and trades such as carpentry, plumbing, and electrical repair. The ability to diagnose, troubleshoot, and make repairs is essential. This position is full-time (37.5 hours per week), non-exempt, Monday through Friday.

RESPONSIBILITIES:

Grounds: Lawn mowing, weed trimming, leaf clean-up, shrub and tree pruning/removals, lawn aeration, de-thatching, seeding, watering, snow removal, and storm clean-up.

Buildings: Light carpentry repairs, painting, gutter cleaning, plumbing repairs, fence repair, HVAC preventative maintenance, light bulb replacement, garbage removal, bathroom cleaning and restocking.

Equipment: Preventative maintenance and repair of mowers, trimmers, blowers, golf carts, utility vehicles, and pick-up trucks. Operate power landscape equipment and vehicles; oversee maintenance of clean and organized work and storage areas. Ensure that safety measures and regulations are followed by the Facilities Department. Promote safe working environment and eliminate hazards.

Animal Care: Daily feeding, watering, regular pen cleaning, re-stocking of food, monitoring of health and safety.

Visitor Services: Check for parking issues, ensure gates are closed and secure, clean and stock restrooms, and provide a security presence on the site.

Event and Program Support: Set-up and break-down of tables, chairs, generators, extension cords, and AV equipment. Point-person for all facilities and security issues during events and programs.

REQUIRED QUALIFICATIONS:

- High school diploma or GED
- Excellent communication skills .
- Ability to lift 75 lbs. and to perform strenuous physical tasks in all weather and temperature conditions.
- Valid driver's license with clean driving record.
- Ability to safely operate commercial lawn mowing equipment, golf carts, and other small equipment.
- Able to work both independently and as part of a team.
- Positive attitude and dedicated work ethic
- Team player .

HOURS AND COMPENSATION:

\$25.00 - \$28.00 per hour and full benefits.

Full-time, Monday through Friday, 37.5 hours per week.

TO APPLY:

Please email resume to Richard Murphy, Deputy Director

rmurphy@greenwoodgardens.org

Greenwood Gardens

274 Old Short Hills Road

Short Hills, NJ 07078

No phone calls, please.