



FACILITIES AND EQUIPMENT TECHNICIAN

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation is seeking a full-time Facilities and Equipment Technician. This position will perform semi-skilled maintenance duties and conduct routine inspections to ensure proper upkeep of Maymont's buildings, vehicles and service equipment. The position will be hands-on in receiving, prioritizing and completing the daily assigned work orders. The Facilities and Equipment Technician reports to the Manager of Facilities and Equipment.

Essential Functions Include:

- Performs a variety of semi-skilled maintenance for facilities and equipment, including but not limited to; HVAC, carpentry, painting, plumbing, electrical, custodial, and light to heavy-duty equipment repairs and maintenance
- Performs routine preventive maintenance on fleet vehicles and equipment, including but not limited to: lubrication and oil changes; brake, wheel, tire and battery services; and belt, hose, headlight and basic component replacements.
- Conducts routine inspections and maintenance of heating, electrical and air conditioning equipment; replaces filters; and identifies and reports more complex maintenance needs to manager
- Inspects all facilities to ensure public safety, reports potentially hazardous conditions and facility maintenance needs, and responds accordingly
- Maintains vehicles and equipment, performs minor repairs
- Receives, completes and documents maintenance requests in the organization's work-order system
- Actively participates in the positive development of other facilities maintenance team members and the development of the team's technical knowledge
- Collaborates with staff, including facility rentals, public safety, animal care and historic resources, to ensure smooth delivery of service to visitors, staff and external facilities rental customers
- Supports Maymont community and fundraising events, which may occur outside normal work schedule.
- Assists with other duties and other tasks as assigned

Education and Experience:

- High school diploma or GED
- Minimum three years of experience in facility and equipment maintenance plus 1 year of related specialized or technical training in electrical, plumbing and/or carpentry are required

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, carrying, stooping and lifting up to 50 lbs
- Ability to work inside and outside in all weather conditions



- Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus

Competitive compensation and benefits package includes paid-time-off, health, dental, vision, disability and life insurance.

FLSA Status: Full-time, \$15 hourly

To be considered for this position, please send a cover letter and resume to employment@maymont.org. Please include the position title in the subject line.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To safeguard employees during the COVID-19 pandemic, personal protective equipment, including hand sanitizer, gloves and masks, are provided as appropriate. Protocols for social distancing are in place.