

# MARIE SELBY BOTANICAL GARDENS



**Position:** Greenhouse Maintenance Technician  
**Reports to:** Vice President for Botanical Horticulture  
**Status:** Non-Exempt

## POSITION SUMMARY

The Greenhouse Maintenance Technician is responsible for the maintenance and repair of the Selby Gardens' Downtown Sarasota campus greenhouses. The position will also assist the greenhouse team with any horticultural tasks as needed.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Maintains and repairs all greenhouse structures and operating systems.
- Responsible for maintenance and repair of all greenhouse computer-controlled operating systems, including irrigation, boiler, heaters.
- Repairs all research greenhouse equipment as needed.
- Visually inspects and tests machinery and equipment.
- Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose and repair accordingly.
- Dismantles defective machines and equipment and installs new or repaired parts.
- Cleans and lubricates shafts, bearings, gears, and other parts of machinery or equipment.
- Procures supplies and equipment for the research greenhouse
- Proactively ensure all greenhouse structures are in good working order
- Leads greenhouse team in winterizing the outdoor collection shade houses
- Assists GH team with any horticultural tasks as needed which includes:
  - pressure washing
  - cleaning wet pad reservoirs
  - infrastructure repairs
  - repairing benches
  - replacing reverse osmosis filters
  - clean/repair irrigation filters
  - maintains/exercise research greenhouse generators
- Be on-call if necessary for any after-hours emergencies

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## **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent
- Minimum of four (4) years of relevant work experience

## **QUALIFICATIONS**

- Ability to perform facilities maintenance and repair work in a diverse range of trade areas
- Demonstrated ability to work cooperatively and collaborate with all levels of the organization.
- Safely and effectively use, operate, and maintain tools and equipment
- Maintain facilities and equipment in a clean, safe, and secure manner
- Must be able to communicate effectively both orally and in writing.
- Must be able to multi-task, prioritize, and work efficiently with excellent attention to detail.
- Must be able to work independently with little direction.
- Ability to work a schedule that includes weekends, holidays, and evenings.

## **EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS' TEAM MEMBER INCLUDE**

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying “thank you”
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity

## **DIVERSITY AND INCLUSION STATEMENT**

Selby Gardens is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only Selby Gardens' culture, but our reputation as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.