



THE WILLOWS AT ASHCOMBE MANSION

Venue Maintenance and Groundskeeping Technician- JOB DESCRIPTION

Position Type: Part Time- Hourly

Work Week: Non-typical, includes nights and weekends

Reports To: Director of Facilities

The Venue Maintenance and Groundskeeping Technician will work hand in hand with the Event Services Team to preserve the good condition, historic value and functionality of the entire premises both indoors and out. Work schedule will vary according to operational needs and will include evenings, weekends, overnight shifts, and holidays. Physical requirements include walking, sitting, lifting, viewing a computer screen, and finger dexterity. This job regularly requires verbal communication of detailed information to others either by phone or in person. The position is subject to outside environmental conditions. Events/Activities occur inside and outside. A Venue Maintenance and Groundskeeping Technician at the Willows at Ashcombe Mansion is a thorough professional with a practical mind and attention to detail and an approachable attitude. The ideal candidate will be able to work autonomously and responsibly by observing all health and safety guidelines.

Key Venue Maintenance and Groundskeeping Responsibilities

- Routine inspection and maintenance of systems that service all areas of the property including Lighting, HVAC, Plumbing, Sewer, Electrical, Water, Trash, Chemicals, Audio Visual, Commercial and Residential Kitchen Equipment, Internet, Fire Suppression, Security Cameras, Alarms, Irrigation, pond pumps, fountains and pools
- Maintenance and repair of property features such as doors, furniture, hardware, windows, hanging artwork, crowd control, railings, stairs, etc.
- Perform routine maintenance on all exterior surfaces of the facility's structure such as windows, doors, roofing, siding, porches, driveways, and sidewalks. Including seasonal outdoor maintenance such as leaf removal, and snow/ice removal. Any reasonable request by management that technician is capable of performing.
- Keep property, interior, and landscaping clean by inspecting property daily and removing trash and recycling to outdoor receptacles. Assist with Daily Housekeeping Tasks. Clean, dust, polish, and vacuum interior spaces. Includes operation of equipment such as dishwashers, vacuums, floor buffers, propane heaters, backpack blowers, power washer, string trimmers, floor machines, etc. etc.

Position Includes:

- Preferred Candidate would be available for Overnight Shift Coverage - Typically Friday and Saturday nights- 10:00pm-8:00am- Our venue has 5 overnight rooms and keeps a maximum of 10 guests.

Qualifications/Skills Required

- Valid Driver's License required
- Previous Maintenance experience preferred
- High school diploma or equivalent