



## Job Description: Facility Specialist

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**Reports to:** Assistant Director of Facilities and Grounds  
**Status:** Non-Exempt  
**Schedule:** Full-time, regular schedule Monday-Friday, with regular weekend rotation and occasional nights and holidays, depending on institutional needs  
**Revision Date:** August 2019

## Position Summary

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The Facility Specialist will be responsible for the overall cleanliness of the facility and grounds. This person must have a high attention to detail, be reliable and self-motivated, takes pride in his/her work and can communicate and support the Botanical Garden team. The Facility Specialist needs to be organized and able to fulfill activities in a timely fashion with a wide range of repair and maintenance skills. This position often requires early mornings and/or weekend hours with some overtime.

## Primary Responsibilities

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Executes general cleaning, such as sweeping, mopping, vacuuming, restroom cleaning, dusting and trash removal
- Repairs faulty appliances and toilets, fixes minor electrical issues, remodels rooms, and paints as needed
- Responds to guest and staff inquiries providing accurate courteous information along with communicating concerns to the Assistant Director of Facilities and Grounds
- Assists with the upkeep of the grounds, including picking up litter and snow removal
- Assists the Events and Venue Department with cleaning needs between rentals or events
- Operates an assortment of cleaning equipment as needed, including a vacuum cleaner, pressure washer, buffer/burnishers, sweepers/scrubbers, carpet extractors, blowers, snow removal equipment and others as needed
- Follows safety and environmental business practices and keeps work area in a clean and orderly condition
- Performs other duties as assigned by Assistant Director of Facility and Grounds and Botanical Garden leadership

## Success Factors

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In conjunction with position-related skills, the successful candidate will bring become an integral member of the Botanical Garden team with these criteria:

- Serves as part of a cross-departmental team that delivers a superior guest experience, drives membership and promotes the Botanical Garden's mission
- Develops, maintains and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media and the general public in order to achieve departmental and organizational goals
- Maintains a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion and the willingness to continually learn about the programs and mission
- Cultivates a passion for details, efficiency and timeliness
- Requires only general direction; able to make decisions based upon broad institutional policies and general objectives; acts and works independently and exercises sound judgment with minimal supervision

## **Qualifications**

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The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

### **Education and Experience**

- High school diploma or equivalent required
- Ability to perform basic mathematical concepts and trade work, such as carpentry and plumbing
- Minimum of one-year experience in custodial and related services with event preparation
- General knowledge including carpentry, drywall, electrical, flooring, heating and cooling

### **Skills and Abilities**

- Ability to work independently as well as in a team environment
- Ability to deal with problems involving several variables in standardized situations
- Excellent communication skills, both written and verbal
- Ability to read and write reports, business correspondences, and procedural manuals
- Excellent time-management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision, as well as part of a team
- Ability to interact in an appropriate and professional manner with the general public, staff, and volunteers

### **Licenses and Certifications**

- Must possess a valid State of Iowa driver's license (or obtain within 1 month)
- Maintain insurability under the company auto liability policy

## **Work Environment & Physical Demands**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance, talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision and depth perception. This position requires the physical capacity to perform difficult tasks such as moving, carrying of heavy items, work with ladders and help with snow removal.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to outside weather conditions throughout the year. The noise level in the work environment is usually moderate. This position is performed in outdoor, shop, and office settings.

## **About the Organization**

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The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14 acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Our team at the Botanical Garden takes pride in our core values and is dedicated to demonstrating them in our daily work.

**Teamwork** – We achieve together what we cannot achieve alone.

**Trust** – We are confident in each other's integrity, strength and ability.

**Creativity** – We embrace the spirit of innovation to find a better way.

**Excellence** – We expect and deliver a superior experience that exceeds expectations.

## **Position Application**

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Qualified candidates should submit a cover letter, application, three references and a resume to [bghr@dmbotanicalgarden.com](mailto:bghr@dmbotanicalgarden.com). Review of applications will begin immediately and remain open until the candidate is hired. Only electronic applications are accepted. Applications must be submitted electronically. No paper applications will be considered.