



Title: Maintenance Assistant (2nd Shift)
Supervisor(s): Maintenance/Facilities Coordinator
Employment Type: Full time
Compensation: Commensurate with experience. Benefits include 401(k), health, dental and vacation.
Application: Please submit a cover letter, resume, and three references (including email addresses)
Dow Gardens
c/o Human Resources
1018 W. Main Street
Midland, MI 48640
hr@dowgardens.org

Position Summary

This position will serve as an integral part of a team that is responsible for the maintenance and care of the grounds with a focus on the guests, buildings, equipment and unique structures within Dow Gardens. We are seeking people-oriented individuals with a demonstrated ability to work well with others and a desire to work in a public venue. In addition to outlined maintenance work, duties will also include general grounds work including snow removal, mowing, weeding, pathway cleaning and other tasks as necessary. This position will primarily have 2nd shift responsibilities which will adjust and flex with the seasonal time changes of the organization.

Responsibilities

- Manage aspects of day-to-day equipment maintenance
- Evaluate structures and equipment needing repair and assess action to be taken
- Close the campus operations safely, courteously, and efficiently
- Perform all levels of landscape and grounds maintenance tasks as directed
- Safely and effectively use a variety of tools including mechanized equipment
- General grounds work to include snow removal, pruning, tree work, mowing, weeding, and other tasks
- Other duties as assigned

Qualifications

- High School Diploma or GED
- Experience working with the public preferred
- Valid Driver's License
- Experience in general equipment maintenance, ability to troubleshoot and perform minor repairs
- Ability to operate hand tools and power equipment; including the operation of backpack blowers, as well as medium to heavy snow removal equipment, tractors and chainsaws
- Basic knowledge in the areas of electrical, plumbing, HVAC and Carpentry
- Ability to perform work in a four-season outdoor work environment, under varying weather conditions
- Experience opening/closing a business is a plus

- Understanding and adherence to safety procedures and practices
- Ability to lift up to 35 pounds
- Ability to work independently and with a team

About Dow Gardens

Since being established in 1899, as a home for Herbert H. and Grace A. Dow and family, the 110-acre Dow Gardens now welcomes more than 300,000 guests per year. Visitors are invited to leave the pathway and explore the uniquely-designed landscape, take a tour of the historic Pines Home, participate in one of many hands-on educational programs, stroll the nation's longest canopy walk, and discover beautiful art and music in a relaxed setting.

Dow Gardens is the signature gift of The Herbert H. and Grace A. Dow Foundation.