Buildings and Grounds Manager
Posted March 13, 2020
Job type: Full time

Job Summary:
Berkshire Botanical Garden is seeking a hard-working, organized and responsible team player for this full-time, year-round position. Flexible 40-hour work week including occasional weekends, overtime eligible.

Responsibilities and Duties:
General description:

• Managerial position supervises two assistants (1 full time, 1 part time)
• Maintain 20+ acres of grounds (lawn care, pathway repairs, walls and lighting, snow removal as well as several buildings and greenhouses)
• Cleaning and routine maintenance, furniture setup and take-down
• Monitoring of heating/cooling systems and alarms
• Work within annual maintenance budget to undertake extraordinary maintenance and special building projects as needed
• Supports all on-site special events throughout the year

Qualifications and Skills:

• Minimum 5 years’ experience in grounds or building maintenance and supervising others
• Ability to service and repair motorized equipment (power tools, lawn mowers, snow ploys, golf carts)
• Carpentry/plumbing skills a plus
• Able to see the "Big Picture"
• Can-do attitude

Benefits:
Benefits include generous paid time off and paid health insurance.
To Apply:

Please send cover letter and resume to Mike Beck, Executive Director:

mbeck@berkshirebotanical.org