



Title: Operations Assistant

Reports To: Manager, Operations

Compensation: \$15 - \$18/hour, commensurate with experience

Job Type: Part-Time, hourly, non-exempt (16 hours/week; schedule set with the Manager, Operations)

The Operations Assistant works in direct support of the Manager, Operations, extending the Manager's capacity across facility maintenance, infrastructure projects and day-to-day garden operations. This role is hands-on and varied - no two days look alike. We're looking for someone who enjoys fixing things, working outdoors and taking pride in keeping a beautiful public garden running smoothly.

Ideal for someone with experience in construction, landscaping, maintenance, farming, facilities or the skilled trades who is looking for 12 hours per week of flexible supplemental income. Retirees and experienced professionals seeking part-time work are encouraged to apply.

Responsibilities:

- Assist the Manager, Operations with routine facility maintenance, repairs and grounds infrastructure upkeep
- Support active construction and special projects, including site preparation, materials handling, cleanup and day-of vendor support
- Maintain garden equipment; track supplies and flag items for reorder
- Assist with setup and teardown for Garden events as assigned
- Collect and submit receipts and basic expense notes to support Operations budget tracking
- Other duties as assigned by the Manager, Operations

Required Qualifications:

- Reliability, punctuality and a strong work ethic
- Mechanical aptitude and experience with basic construction, maintenance or repair work
- Ability to safely operate, or willingness to learn to operate, garden tools and equipment including tractors, trailers, zero-turn mowers, chainsaws, tillers and other grounds maintenance equipment
- Clear communication and a positive, team-first attitude
- Basic comfort with email (G-Mail)



Experience in one or more of the following areas is preferred:

- Experience in construction, landscaping, grounds maintenance, facilities management or a related skilled trade
- Experience operating and performing preventive maintenance on equipment such as tractors, trailers, zero-turn mowers, chainsaws, tillers and other grounds maintenance equipment
- Familiarity with commercial irrigation systems, including zone diagnostics, controllers and water management systems
- Experience with greenhouse automation, building systems and electrical controls
- Working knowledge of plumbing, utilities and water infrastructure
- Basic carpentry and construction skills, including safe operation of power tools
- Experience supporting facility, fleet or equipment maintenance programs
- Previous non-profit or volunteer experience

Physical Requirements:

- Must be able to lift 50#
- Ability to work in all weather conditions, including heat and cold