

Title: Property Maintenance Technician

Immediate Supervisor: Facilities Maintenance Manager

Property Maintenance Personnel is responsible for the general upkeep of all Gillespie facilities and properties. The ideal candidate would be a “Jack of All Trades”. Flexible hours would be considered.

Primary Duties and Responsibilities:

● **Groundskeeper at Gillespie locations:**

- Responsible for general upkeep of grounds, building exteriors, entrances, parking lots and roadways.
- Farm maintenance responsibilities include cutting/limbing trees, mowing grass, and the upkeep of ponds, food plots, lanes, and drainage.
- Maintain the trash concrete pile on a regular basis.
- Operate water truck for dust control of facilities

Additional Duties and Responsibilities:

● **Equipment Maintenance & Operation:**

- Operate and perform general maintenance and basic repairs to critical grounds equipment to include mowers, tractors, loaders, excavators, dozers, manlifts, and water truck.
- Assist in maintaining and operating yard equipment to include forklifts, loaders, cranes, yard jockeys, flatbed trailers, and more.

● **Project Work:**

- Assist the Facilities Manager in excavation, grading and other site work as needed for specific projects.
- Other tasks may include pressure washing, painting, mulching, weed control, fertilizing grass, and manufacturing media bags.
- Ability to transfer equipment from different locations as needed.
- Some of the projects will be labor intensive.

Minimum Qualifications:

- Reliable transportation to and from work.
- Maintain a valid driver’s license.
- Ability to work safely and follow all company safety policies.
- Ability to successfully complete equipment operating training, as needed.
- Experience with operating equipment (Farming or Construction background preferred).

Preferred Qualifications (not required):

- Basic mechanical knowledge (changing oil, greasing, etc.)
- Previous landscape work history

Physical Requirements:

- Required to stand, walk, stoop, crouch, kneel, bend, climb, or sit for extended periods of time; reach and handle objects, tools, or controls; regularly lift, carry push, pull, or otherwise move objects weighing up to 50 lbs.; and occasionally lift or move objects weighing more than 100 lbs. with assistance.
- Perform manual labor and utilize various hand tools.

Working Environment:

- Work is performed inside and outside in all weather conditions. On occasion, work is performed in potentially adverse weather conditions.
- The noise level is usually moderate; however, the individual frequently works near moving mechanical parts.

Company Benefits:

- Paid Time Off: vacation and sick pay
- Paid Holidays
- 401(k) Retirement Savings Plan & Profit-Sharing Program
- Medical, Dental, & Vision Insurance options
- Short-Term and Long-Term Disability
- Life Insurance