



Building & Grounds Maintenance Worker

This position oversees and performs maintenance, basic repairs, small projects and groundskeeping duties at Bishop's Orchards Farm Market and the properties owned by the company. The Building & Grounds Maintenance Worker is responsible for general maintenance and repairs in all areas of the business that the public sees or enters (excluding direct care of farm crops), making sure that they maintain constant curb appeal. This position requires experience and considerable working knowledge of motorized equipment and hand/power tools in order to perform work activities. This position reports to the CEO.

Responsibilities and Duties:

- Perform general repairs and maintenance to building, power equipment, refrigeration, painting, light electrical, and plumbing; various carpentry projects, etc.
- Receive and properly act upon alerts from equipment monitoring devices in a timely fashion, including notifying management and any outside contractors needed based upon alert severity
- Within budget allocated, order needed supplies, e.g., equipment parts, lumber, paint, plants
- Prepare and maintain action and planning lists, records of work performed, project outline timelines, and Requests for Quotes for larger projects
- Use work order system and software to track, prioritize, and organize workload
- Supervise and transport other workers, supplies, and materials using company vehicle to accomplish the work assigned
- Document and label electrical panels, motors, and controls; maintain file of manuals and instructions
- Mow lawns in areas not done by outside contractor and perform upkeep on plantings as needed to maintain overall plant health and curb appeal
- Remove snow from sidewalks and parking lots and spread salt on sidewalks and parking lots during icy conditions
- Apply herbicide and pesticide chemicals to grounds, trees, bushes, shrubs, and lawns in order to control plant diseases and insects under the direction of the Farm Manager
- Clean and maintain animal pen
- Comply with safety regulations and maintain clean and orderly work areas
- Communicate with managers to ensure they properly request work orders and understand priorities and timelines for jobs in the queue
- Report any pest and/or safety hazards to the Farm Market Team Leader

Education and Experience:

- Educational level typically acquired through completion of high school, trade school, and/or job experience
- Three years of experience as a laborer, farmer, carpenter, gardener, groundskeeper, or similar work involving duties which may include the carpentry, fabrication, equipment usage, and maintenance of grounds, buildings, or equipment
- Mechanical knowledge and abilities desired, including knowledge of power equipment, plumbing, painting, and carpentry; ability to use tools and equipment of the building trades skillfully and safely
- Computer Skills: basic use of word processing, spreadsheet, and data entry programs
- Valid driver's license and clean driving record
- Ability to understand and follow written and/or verbal instructions and take direction
- Ability to work independently, be self-motivated, and trustworthy

Supervisory Responsibility:

Occasionally supervise assigned helpers to accomplish required work situations.



Schedule:

This position will generally have a Monday through Friday, 40 hour per week schedule. Flexibility to rotate a 5-day workweek with occasional weekends is expected with advanced notice. Be available for overtime and emergencies as needed. Schedules are subject to change.

Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Questions and resumes to: Alexandra Gross: alexandra.g@bishopsorchards.com