



Buffalo Bayou Partnership

Position Announcement:

Maintenance Mechanic

Reports to: Park Director
Classification: Full-Time, Exempt
Weekly Schedule: 7am to 4pm, Monday through Friday
Office Location: 1803 Memorial Drive, Houston, TX 77007 and
3535 Fox Street, Houston, TX 77003

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) is the non-profit organization creating and stewarding welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. The organization's focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown and the East End, and on to the Port of Houston Turning Basin. In addition to spearheading award-winning green spaces such as Buffalo Bayou Park, BBP also operates comprehensive green space and waterway maintenance programs and engages tens of thousands of visitors each year through dynamic programming, public art, volunteer events, and recreational opportunities that enrich the quality of life in Houston.

Position Summary

The Maintenance Mechanic is responsible for diagnosing, repairing, and maintaining various types of vehicles and machinery – including boats – ensuring they operate safely and efficiently. This position performs routine inspections and scheduled maintenance tasks to prevent equipment failures and extend the lifespan of machinery. In addition, the mechanic creates and maintains preventative maintenance and repair records. This position is mobile and will support Buffalo Bayou Park, downtown trails, Buffalo Bayou East, and BBP's Waterway Maintenance program.

Duties and Responsibilities

- Analyze and diagnose problems and devise effective solutions for various gas and diesel equipment such as tractors, UTVs, skid steers, boats, etc.
- Conduct regular and preventative maintenance tasks such as tune ups, oil changes, tire rotations, brake services, hydraulic hoses, and belts to ensure optimal vehicle performance.
- Repair or replace faulty parts and systems, including small engines, hydraulic systems, and electrical components.
- Repair landscape equipment, including mowers, edgers, blowers, string trimmers, and water pumps, as needed.
- Operate hand tools and power tools safely and effectively.
- Perform welding tasks and operate welding equipment in a safe manner, meeting safety guidelines for general maintenance on repair equipment.
- Collaborate with dealers, agents, and suppliers as often as needed to ensure product purchases and replacements.

- Manage inventory and maintain records of tools, supplies, and parts.
- Travel to work sites and transport equipment with the use of a trailer, as needed.
- Follow safety protocols and maintain a clean and organized work environment.
- Assist and perform other duties as assigned

Qualifications

- High School Diploma or equivalent
- Associate's degree in automotive technology or vocational training preferred but not required
- Three to five (3 – 5) years of mechanical experience
- Valid Texas driver's license (current and in good standing)
- Bilingual in English and Spanish preferred but not required
- Proficiency in Microsoft Excel and Word

Abilities

- Be a collaborative team player committed to maintaining positive engagement with colleagues and the public
- Operate manual and power tools in accordance with BBP standard operating procedures
- Lift up to 50 pounds

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits.

BBP is an Equal Opportunity Employer.

To Apply:

Please submit resume and cover letter to:

jobs@buffalobayou.org

Subject line: Maintenance Mechanic

No phone calls please.