Mechanic

Bernheim Forest and Arboretum, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a skilled and dependable individual to maintain, diagnose, and repair the vehicles, equipment, and machinery that support the organization's daily operations and visitor experiences.

Bernheim is home to a 600-acre, Level IV accredited arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 300,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

The Mechanic is responsible for maintaining, diagnosing, and repairing the vehicles, equipment, and small engines that support Bernheim's operations, grounds maintenance, and visitor services. This position ensures equipment reliability through preventive maintenance, timely repairs, and accurate recordkeeping while promoting a safe and efficient work environment. The ideal candidate is a skilled problem-solver who enjoys hands-on work, thrives in an outdoor setting, and collaborates effectively with staff across the organization.

Essential Duties/Responsibilities

- Develop and maintain a comprehensive preventive maintenance program for vehicles, equipment, and small engines.
- Schedule and coordinate routine maintenance and repair activities with staff to minimize operational disruptions.
- Maintain accurate maintenance records, repair logs, inspection reports, and service documentation.
- Diagnose mechanical, electrical, hydraulic, and operational issues; perform repairs and preventive maintenance as needed.
- Respond promptly to equipment breakdowns and operational issues in the field to minimize downtime.
- Inspect vehicles and equipment regularly to identify and address maintenance needs before failures occur.
- Ensure the maintenance shop, tools, and work areas are kept clean, organized, safe, and in good working condition.
- Communicate maintenance concerns, repair recommendations, and equipment status updates to the Operations Manager.
- Assist Operations team members with projects and operational needs as assigned.
- Support safe work practices and compliance with organizational policies and applicable regulations.
- Perform other duties as assigned.

Experience and Expectations

- High school diploma or GED required; technical or vocational training in automotive, diesel, equipment, or mechanical repair preferred.
- Valid Kentucky driver's license with an acceptable driving record.
- Minimum three (3) years of experience performing vehicle, equipment, or mechanical maintenance and repair, or an equivalent combination of education and experience.
- Demonstrated ability to diagnose, troubleshoot, and resolve mechanical and equipment-related issues.
- Experience repairing and maintaining a variety of vehicles, machinery, equipment, and small engines.
- Proficiency in the use of diagnostic tools, testing equipment, and repair technology.
- Ability to safely operate a variety of vehicles and equipment.
- Strong organizational skills and ability to complete work accurately and efficiently with minimal supervision.
- Effective problem-solving skills with the ability to adapt to changing priorities and unexpected situations.
- Team-oriented professional with a positive attitude and willingness to assist across departments when needed.
- Ability to work comfortably outdoors and perform duties in varying weather and environmental conditions.
- Ability to regularly walk, stand, bend, twist, stoop, kneel, climb, and lift or move up to 50 pounds.
- Flexibility to work occasional evenings, weekends, holidays, and special events as operational needs require.
- Commitment to safety, reliability, and maintaining high standards of workmanship.

To apply and for more information

Please send all inquiries and resumes to: HR@bernheim.org.
This full-time, hourly position reports to the Operations Manager.
Pay Rate: $21-$24/hr.
Competitive benefits package includes: health/vision/dental insurance, retirement 403(b) with match benefit and paid sick and vacation leave, as well as paid holidays.

Bernheim Forest and Arboretum is proud to be an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.