

AMERICAN RIVER NATURAL HISTORY ASSOCIATION and the EFFIE YEAW NATURE CENTER

Job Description: Facilities & Grounds Coordinator

Rate: \$20.00 per hour	Last Date Modified: 6/1/2022
Exempt/Non-exempt: Non-Exempt	Full Time / Part Time / Seasonal: Part Time
Schedule: Weekdays, Weekends, Holidays	Minimum Hours: 20
Department: Administration	Supervisor Title: Administrative Manager

Job Summary:

The Facilities & Grounds Coordinator reports to the Administrative Manager and is responsible for overall maintenance of the grounds and facilities including janitorial tasks, facilities and vehicle maintenance work, grounds and garden upkeep and assisting with capital improvements, special projects and maintaining equipment, exhibits and site features.

Job Duties: *Duties may include but are not limited to:*

- Provides janitorial duties including cleaning offices, restrooms, emptying inside and outside trash and recycling receptacles
- Provides maintenance duties including maintaining HVAC, electrical and plumbing systems for all buildings and facilities and grounds
- Regularly completes minor maintenance projects and addresses minor issues as needed
- Sets up/takes down for special events and rentals
- Orders and maintains inventory of janitorial and maintenance supplies
- Mows lawns and oversees landscape care in all landscaped areas, in partnership with Volunteer landscape team
- Clears trails and weeds in the Nature Study Area and supports Volunteer Habitat Restoration team
- Monitors the use and repair of the irrigation system, including the Nature Study pond
- Monitors use and inventory of tools
- Maintains tools and equipment used for Nature Center tasks
- Assists with the annual rebuilding the replica Maidu Village's tule huts and collection of tule and willow for Maidu programs and supports Education Department in the maintenance and use of the village area
- Assists in the completion of capital projects including planning
- Works effectively with volunteers, staff members to complete special projects
- Answers questions from the public as they arise
- Maintain organization vehicles, including scheduling of annual servicing and permits
- Develop annual maintenance and facilities plan monthly priorities lists and weekly to-do lists and oversees completion of all tasks therein
- Oversees and supervises the Facilities Assistant, including annual evaluation process
- Attends and supports special events, including weekend and evening events, as needed
- Provided medical assistance or other emergency support as needed
- Oversees training and authorization of staff and volunteers on all maintenance equipment

Job Skills and Experience:

- Two years of experience in facilities, grounds or maintenance work in a park-like environment or comparable work environment or facility (museum, park, zoo)
- Speak and write effectively
- Work with the public, volunteers and staff in a pleasant and effective manner
- Explain policies and procedures
- Present a neat and professional appearance at all times
- Use maintenance and landscaping tools
- Install and repair basic Irrigation systems
- Prepare lists of supplies needed, task lists, schedules and project plans in a timely manner
- Work independently and with a team
- Communicate as needed to effectively accomplish tasks
- Prioritize jobs list

Education/Certification:

- Graduation from high school, supplemented by courses or experience in carpentry, plumbing, electrical or other maintenance areas

Job Requirements:

- Possession of a valid first-aid and CPR Certificate within the first six months of appointment
- Possession of a valid California Driver's License and access to reliable transportation.
- Ability to perform physical labor such as lifting, carrying, digging, pushing, and pulling heavy items such as trash cans, gates, and vehicle control devices, to name a few
- Ability to climb ladders
- Ability to work in close proximity to wild animals.
- Ability to work in an outdoor environment with adverse weather conditions (heat, cold, wind, rain) etc
- Must wear close-toed shoes and clothing suitable for outdoor work
- Knowledge of plumbing, electrical systems and appliance maintenance and repair
- Knowledge of vehicle systems, vehicle maintenance and repair
- Ability to use web-based email systems, Microsoft suite and other systems for tracking, communications and reporting
- Ability to work periodically on weekends, evenings and holidays
- Availability for emergency support

To Apply: Send your resume and cover letter to KimberlyR@sacnaturecenter.net