



Schlitz Audubon
Nature Center

FACILITIES COORDINATOR

PURPOSE OF THE POSITION

The Facilities Coordinator is an integral part of the Facilities team and works closely with the Facilities Manager and other Center staff to support all facilities and rentals activities. Critical functions include setup and breakdown of events in support of the Rentals team; routine repair and maintenance of Center equipment, facilities, and vehicles; and use and maintenance of the CMMS asset management database.

ESSENTIAL FUNCTIONS

Facilities Responsibilities

- Monitor and maintain cleanliness of the Center's land and facilities.
 - Performs minor electrical, plumbing, carpentry, concrete work, painting, and landscaping.
 - Performs basic grounds maintenance consisting of building maintenance, snow removal, and lawn care, using various types of power equipment including power washers, shovels, spreaders, walk-behind snow throwers, riding snow throwers and plows, push mowers, riding lawn mowers, and line trimmers.
- Provide safety and security for building and grounds during hours of operation.
- Assist in setup, use, and ongoing maintenance of CMMS asset management database.
 - Key responsibilities include data capture and data entry, data quality assurance, and ability to run reports.
 - Verify accuracy of data entered by all users.
 - Support Life Cycle Asset Management implementation by updating Asset Condition/maintenance, lifetime, spare parts availability, acquisition costs.

Rental Responsibilities

- Prepare building for events: move exhibits and other furniture to clear space for event set-up.
- Respond to additions and/or changes to set-ups in a timely and efficient manner.
- Coordinate and set-up special equipment for rentals or educational programs.
- Maintain good rapport with Rentals special event team, as well as vendor partners associated with Center events.

Interpersonal Responsibilities

- Aptitude for building relationships, fostering teamwork, and achieving shared goals.
- Treats other employees, and any others with whom there is contact, with courtesy, respect, and professionalism.
- Complies with all proper safety procedures and regulations and ensures that everyone in the department follows proper safety procedures and regulations.
- Maintains regular communication with manager, front desk staff and responds to staff and visitor requests.

QUALIFICATIONS AND EXPERIENCE

- Possess a solid work ethic with a willingness to learn.
- Show initiative and practice good self-management to work independently.
- Possess resourcefulness, problem solving and troubleshooting skills.
- Excellent communication and people skills
- Ability to work under time pressure while maintaining high standards of precision and quality.
- Ability to work with a diverse group of people.
- Ability to work as part of a team.
- Must possess a friendly, confident, and helpful attitude.
- Knowledge of and experience with a CMMS or similar Asset Management database software
- Experience and proficiency in operating a compact track loader.
- Proficient in use of snow removal tools, i.e., ATV w/plow, plow truck and plow on track loader.
- Light carpentry skills
- Able to stand for long periods of time.
- Ability to work outdoors in all types of weather and conditions.
- Ability to lift objects over 50 pounds.
- High School Diploma
- Personal commitment to the mission of Schlitz Audubon Nature Center
- Mechanical abilities and experience strongly preferred.

HOURS

40 hours per week, non-exempt position filling alternating weekend and weekday shifts. Eligible for full-time employee benefits.

COMPENSATION & BENEFITS

- Competitive pay of \$18-\$20 per hour.
- Health, Vision, and Dental Insurance
- Life and Accidental Death Insurance
- Disability Income Insurance (Long-Term and Short-Term)
- Employee Assistance Program (EAP)
- Generous PTO
- 401(k) Retirement Plan

TO APPLY

Send cover letter and resume to Jason Festerling at jfesterling@schlitzaudubon.org with *Facilities Coordinator* in the subject line.

Physical Demands and Work Environment:

- Ability to reach, bend, climb, and lift on a frequent basis.
- Ability to lift and carry up to 75 pounds.
- Regularly exposed to extreme outdoor weather conditions.
- Ability to climb stairs and ladders.
- Ability to push and/or pull heavy objects.
- Ability to sit, walk, stand, bend, and lift, for extended periods of time.
- Operates in a professional environment.
- Observance of safety precautions and protocols
- Appropriate protective clothing is required.