



Position Description: **Facilities & Maintenance Coordinator**
Status: Full-time Salary
Reports To: Education & Outreach Director & Executive Director

POSITION PURPOSE

The Facilities & Maintenance Coordinator (FMC) is responsible for managing and implementing the maintenance and repair schedule of the facility and campus. This includes scheduling and coordinating vendors, facilitating annual inspections, maintaining accurate records, performing grounds care, assisting with facilities and volunteers, along with maintaining and repairing vehicles and equipment. The FMC also performs limited construction, maintenance and repairs and seasonal inspections for patient and ambassador enclosures and exhibits. FMC works within set budgets, meets deadlines, communicates pro-actively across departments and reports out on anticipated maintenance expenses.

I. ESSENTIAL POSITION RESPONSIBILITIES

Priority Weight Assigned

1. Major Systems & Main Building:

40%

- a. Coordinates and performs annual maintenance with approved vendors
- b. Perform or coordinate and handles communications with contractors for repairs
- c. Maintains certificates of insurance and service agreements with contractors
- d. Maintains vendor contact and building maintenance spreadsheet
- e. Assists with upgrades in furnishings, husbandry and equipment
- f. Coordinates inspections, compliance and preventative maintenance of all building systems (HVAC, septic, plumbing, water, elevator, sprinkler, solar)
- g. Maintains all tools, small engines, equipment, and vehicle fleet
- h. Available on-call in the event of an emergency
- i. Maintains building supply for all custodial services (e.g. paper products)

2. Outdoor Campus & Gardens

30%

- a. Maintenance of campus and gardens (mowing, weed-wacking, weeding, planting, watering), trails and boardwalk maintenance, and snow removal
- b. Oversees plowing and sanding contractor & supports volunteer work day projects
- c. General maintenance of public spaces, gates, fencing and all pathways
- d. Maintains care of seasonal seating & exhibits (ie: picnic tables, hammocks, lighting)
- e. Performs or help coordinate vendors for exhibit installation and maintenance

3. Patient & Ambassador Enclosures

30%

- a. Performs or assists construction, carpentry, materials & vendor mgmt on repairs
- b. Participate in vetting and pricing for grant/funding opportunities
- c. Performs and documents seasonal inspections and repairs
- d. Build custom patient and ambassador features (e.g. ramps, ladders, and perches)
- e. Assists Executive Director with municipalities to secure permits for new projects

II. REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:



- a. Experience maintaining commercial mechanical systems (HVAC, generators, security, water & sprinkler systems, electrical and elevator)
- b. Experience with monitoring and maintaining solar array
- c. Facilitating communication across diversity of trades and organizational staff
- d. Managing multiple projects simultaneously
- e. Carpentry and small engine repair experience
- f. Strong organizational and time management skills
- g. Superior interpersonal and communication skills
- h. Experience utilizing appropriate PPE and Safety precautions
- i. Willingness to learn the nuances of CFW's work, messaging, and captive wildlife building and husbandry
- j. Lift and carry up to 50lbs and work in all weather conditions
- k. Able to bend, twist, reach, climb ladders, and stand for several hours
- l. Comfortable working around lubricants, solvents, batteries, cleaning fluids & paints

III. PREFERRED QUALIFICATIONS:

- a. Basic knowledge of native species and their natural histories
- b. Experience working with and managing volunteers
- c. Experience building and maintaining animal enclosures
- d. Previous experience working for a non-profit organization
- e. Ability to define problems, collect data, establish facts, and draw valid conclusions
- f. Proficient in safely using hand and power tools

IV. EDUCATION/ EXPERIENCE

A high school diploma, or equivalent, and 2 years of experience in property management or facilities coordination.

V. COMPENSATION & BENEFITS

- a. Employee is eligible for all professional staff benefits including:
 1. Observation of 11 paid holidays
 2. Accrued Paid Time Off (PTO)
 3. 65% contribution to Health Insurance Plan
 4. IRA with 3% salary match (after 12 months of employment)
 5. Travel Reimbursement

B. Compensation:

1. Starting Salary: \$53,000. Expected to work 40 hours per week on a Tuesday through Saturday schedule. Occasional earlier and later hours may be required.
2. Annual performance reviews are performed by the Education & Outreach Director.

Note: "The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented".

Employee Name: _____

Date: _____

Employee Signature: _____

Date: _____