



Position Description

Properties Superintendent

Position Type: Full Time, Exempt

Salary: Competitive salary DOE, Starts at \$60,000

Benefits: Health, life & long-term disability insurance, paid time off (vacation, sick, holidays), membership privileges, 403(b)

The Properties Superintendent will align efforts between facilities maintenance, grounds keeping, and environmental stewardship in the implementation of Fontenelle Forest's mission, vision, values and strategic goals and objectives. This position is further responsible for ensuring that safe and quality natural areas, trails, grounds, and facilities are made accessible to the public. This position has considerable responsibility in recommending and overseeing strategy development, planning, construction, renovation, and maintenance of all Forest Properties. Forest Properties include approximately 2000 acres and 26 miles of trails, a 25,000 sq. ft. nature center, recreation and education facilities, 3 residential properties, a raptor rehabilitation compound, and maintenance facilities. An employee in this position exercises functional and direct supervision over related department staff. This employee works with a high degree of independence and initiative, collaborates with the leadership team, and confers with and advises the Executive Director. This position serves as a member of the senior management team and reports to the Executive Director.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed in this position. It is not necessarily descriptive of the position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Job Responsibilities/Required Duties

Properties Management:

- Supervises and oversees the physical maintenance and operations of Forest Properties including natural area restoration (restoration, prescribed fire, tree thinning), trail repair and maintenance; construction & maintenance of buildings and structures (walkways, retaining walls, parking lots); building, inspecting, and repairing exhibits, nature play area structures and features; grounds maintenance and landscaping (planting, pruning, removal of trees); seasonal duties (snow/ice removal, salting, etc.); and set up and tear down for special events.
- Oversee the development, implementation, evaluation, and modification of a long-range urban forest/natural resources management plan for all Fontenelle Forest natural areas.
- Establishes and leads achievement of Fontenelle Forest's environmental stewardship goals and objectives this includes but is not limited to: providing programmatic direction; creation of a 20-year forest management plan; bringing on new partners; developing funding strategies; serving as the main contact for partners; developing and responding to RFPs and negotiating the contract scope of work.

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- Establishes and leads achievement to ensure the safety, cleanliness and operational effectiveness of Forest Properties; oversees the routine inspections and submits recommendations on the upkeep, upgrade, construction and/or renovation of Forest Properties.
- Develops and implements an ADA transition plan to reduce barriers and increase accessibility for people with special needs.
- Oversees development and prioritization of preventative maintenance schedules, including building systems and equipment, and ensures activities are completed within budget.

Project Planning & Management:

- Works in partnership with the Executive Director to plan and implement Forest Properties goals and objectives. Reviews and recommends capital projects for consistency with long-term priorities established in the strategic plan and the master plan. Identifies needs for long range capital development and improvements.
- Guides staff on planning and implementation of improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics and compliance with specifications, timelines, and budgets.
- Exercises leadership and oversight for construction of new facilities, structures, trails and exhibits as well as renovation or demolition of existing facilities, structures, trails, and exhibits to invite technical assistance and ensure maintenance feasibility.

Staff & Administrative Leadership:

- Formulates department policies and procedures.
- Hire, train, supervise, and evaluate a staff team that includes facilities, custodial, ranger, and environmental restoration professionals.
- Maintains a pro-active approach to safety implementing and evaluating sound risk management and procedures. Leads staff in planning, promoting, and implementing safety practices and procedures.
- Prepares reports, documents, and communications as required or requested in the performance of the duties of this position.
- OSHA compliance

Fiscal Planning and Management:

- Performs administrative and financial management duties, e.g., purchasing, reporting, and record-keeping; researches special projects and issues; assists with grant preparation and reporting.
- Participates in the preparation of and administers the approved capital budget including detailed preparation of specific project budgets and time lines.
- Oversees contract administration including selection and hiring of consultants, monitoring of work progress, and assuring compliance with permits, regulations, and contractual agreements.

Sustainability & Community Engagement:

- Develop and implement a community engaged land stewardship model demonstrating a passion and commitment to Fontenelle Forest's value of engagement by advancing inclusion of diverse communities in the environmental stewardship.

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- Stress sustainability as a core value; ensure that all Fontenelle Forest Properties are safe, well maintained, healthy, and inviting while being accessible to a broad cross section of constituents.
- Drive green initiatives and work in collaboration with the education department to implement plans and engage internal and external partners that result in Fontenelle Forest's positioning as a hub for sustainability.
- Contribute to the field of environmental stewardship and nature center administration and builds Fontenelle Forest's recognition as a premiere nature center in the region and a national leader in environmental stewardship.

Required Knowledge, Skills, and Abilities:

- This position requires a bachelor's degree (Master's Degree preferred) in Environmental Studies, Park Administration, Forestry, Natural Resource Management, Facility Management, Construction Administration, Natural Sciences, Planning or related field. A minimum of 7 years of full-time supervisory experience in a related field including program development and budgeting experience at the \$350,000+ level is required, or an equivalent combination of education and/or experience may be substituted for the above.
- Experience managing a team, including helping employees set and prioritize goals, providing problem solving assistance, constructive feedback, appreciation and motivation, and evaluation. Demonstrate decision-making, conflict resolution, negotiation, and organizational skills.
- Knowledge of urban forestry best practices and ecosystems native to Nebraska.
- Knowledge of buildings maintenance procedures. Skill in analyzing and evaluating policies, procedures, services and facilities to develop recommendations for improvement.
- Knowledge of pertinent Federal, State and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Knowledge of the principles and practices of parks and recreation.
- Ability to organize and manage diverse activities and set priorities; flexible under pressure.
- Excellent verbal and written communication skills.
- Must be able to work some non-standard hours, including evenings and weekends.
- Demonstrated ability to deliver results.
- Valid, insurable driver's license/record.
- Be CPR and AED certified or obtain within six (6) months of hiring.
- Strong organizational and project management experience.
- Ability to see and assimilate information from varied sources and make decisions consistent with the mission, goals, and objectives of the organization.
- Understand and exhibit behavior consistent with stated values of Fontenelle Forest.
- Ability to learn new skills and knowledge.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to talk or hear; walking, balancing, standing, turning, climbing, stooping, kneeling, sitting, close vision, distance vision, peripheral vision, and depth vision, using hands and arms to type, lift, carry, pull, push, reach, finger, handle, or feel and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of the job.
- In responding to critical incidents, the incumbent may be exposed to fire, fumes or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, and dampness/humidity. The incumbent may be exposed to possible bodily injury from falling from

FONTENELLE FOREST

high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

- Maintenance & construction work indoors and outdoors in all types of weather, facilities, fields, parks and natural areas within the local community.
- Driving.

To Apply: Send cover letter, resume, and 3 professional references to FontenelleForest2018@outlook.com. Please reference “Properties Superintendent” in the subject line. This position will remain open until filled. Applications will be reviewed on a rolling basis.

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