



Facilities Attendant

Position Type: Full Time

Functional Area: Operations

Employment Status: Non-Exempt

Salary: Starting at \$13.25/hour

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

ORGANIZATION DESCRIPTION:

Fontenelle Forest seeks a dynamic team member ready to contribute to Fontenelle Forest's vision to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest's Master Plan supports our mission to provide opportunities for all people to experience and enjoy the natural world while maintaining an authentic experience grounded in environmental ethics. Fontenelle Forest's natural resources support the diverse interests of our visitor populations including passive recreation/leisure, educational experiences, entertainment and active recreation.

Fontenelle Forest values its employees and is committed to maintaining a positive working environment; a culture and a value proposition that attracts and retains top, diverse talent. Beyond a personal commitment to diversity, equity and inclusion, we are looking for candidates with a strong commitment to integrating equity and inclusion best practices into programs and services. People who have lived experience in historically marginalized and excluded communities are especially encouraged to apply.

JOB PURPOSE

The Facilities attendant is responsible for general facility operations, the maintenance and repairs of the buildings, grounds and equipment including cleaning of Fontenelle Forest facilities. The Facilities Attendant supports Fontenelle Forest's mission and vision by ensuring that Fontenelle Forest's built and man-made infrastructure is safe, clean, and well maintained. This is a full-time position generally scheduled 7:30am-4:30pm Tuesday thru Saturday. Occasional night work is required. This position works closely with other departments and reports to the Facilities Supervisor or his/her designee. Attendance and punctuality are essential for success in this position.

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.

PRIMARY DUTIES:

- Monitor and perform maintenance and repairs for facilities and outdoor structures as needed or directed. Work to include, but not limited to, light plumbing, electrical, carpentry, painting, caulking and sealing, and other minor repairs. Oversight of vendors as directed. - 70%
- Ensure maintenance and safety checks are performed on all equipment and facilities - 5%
- Help maintain inventory of supplies for maintenance and cleaning in an effort to help control budgetary goals - 5%

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- Monitor and perform custodial duties when needed or directed - 5%
- Fulfill, as directed, facility and equipment needs for programs, and events. Work performed may include - set up and take down of facility spaces used for meetings, programs, and events (setup and tear down of tables, chairs, portable walls and ancillary equipment - 5%

OTHER DUTIES (10%):

- Assist in maintaining facility security
- Maintain FF facilities by cleaning and repairing furniture and fixtures, including but not limited to office furniture and displays
- Occasionally perform snow removal and assist rangers with basic grounds keeping and outdoor maintenance
- Support evening and weekend special events as needed
- On-call availability for after-hours for alarm and building emergencies
- Complete projects and other duties assigned.

QUALIFICATIONS:

- Ability to identify and prioritize tasks and to work well with minimal supervision. Must be adaptable to changing schedules and work priorities.
- Good interpersonal communication skills
- Demonstrated positive customer service and pleasant attitude
- Must be able to follow OSHA safety guidelines
- Must maintain valid driver's license and be insurable
- Ability to successfully pass background check
- Willingness and ability to work a flexible schedule. Some nights will be required.
- Demonstrated positive work attendance and punctuality.

EDUCATION AND EXPERIENCE

- High school diploma/GED required.
- Minimum 1-3 years of experience in maintenance and repairs
- Demonstrated ability to safely and effectively utilize a variety of power and hand tools

PHYSICAL DEMANDS

- The person in this position spends extensive amounts of time moving about inside and outside buildings, bending and/or kneeling, and working in stationary positions to complete essential duties.
- Occasionally ascends/descends a ladder to service fixtures and equipment above 6 feet
- Frequent set up and striking of tables, chairs and related equipment used for events
- Occasionally lifting up to 70 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds
- Regularly operates power equipment, including but not limited to: drills, saws, other hand tools and floor cleaning equipment
- Occasionally exposed to extreme conditions (temperature, noise fumes, dust, etc.)
- Some amount of time spent outdoors

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To Apply: Send resume or description of work history / related experience and 3 professional references to info@fontenelleforest.org. Please reference “Facilities Attendant Position” in the subject line.

Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.

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