



Facilities Coordinator

Position Type: Full-Time, Non-Exempt

Salary: Starting at \$16.50/hr - \$18.50/hr

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

Organization:

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the United States with over 2,100 acres of deciduous forest, prairie and wetlands along the Missouri River. The mission of Fontenelle Forest is to provide a place where people can experience and enjoy the quiet wild of nature. We want to inspire current and future generations to care for the natural world.

Job Purpose:

The Facilities Coordinator is responsible for general facility operations and the maintenance and repairs of the buildings and equipment of Fontenelle Forest. This critical position supports Fontenelle Forest's mission and vision by ensuring that Fontenelle Forest's man-made infrastructure is safe, clean, and well maintained. This is a full-time position with a standard work schedule of Sunday – Thursday, 8am-5pm, with occasional evening hours, plus on-call availability. This position is part of the properties team, works closely with other departments and reports to the Director of Resource Stewardship or his/her designee.

KEY ACCOUNTABILITIES:

Manage Facility Operations (75%)

- Plan for and execute regular maintenance and repairs to keep multiple buildings (including hardware, building accessories, appliances, furniture, equipment) and vehicles in a clean and orderly condition. Work to include, but not limited to, light custodial, light plumbing, electrical, carpentry, painting, caulking and sealing and other minor repairs.
- Schedule and oversee contractor/vendors as needed for regular cleaning, maintenance, and repairs and maintain all service agreements, and maintains inventory for such
- Ensure maintenance and safety checks are performed on all equipment and facilities
- Develop and maintain documentation of all grounds and facilities maintenance logs in collaboration with Grounds Coordinator
- Coordinate/perform event and program set-up as directed by event/program owner. Work to include but not limited to set up and take down facility spaces used for meetings, special programs, and events (including tables, chairs, portable walls and ancillary equipment)
- Maintain facility security through key management and security/alarm system administration

Assist Grounds Management (15%)

- Assist Grounds Coordinator with general grounds and outdoor infrastructure work as needed
- Assist with snow removal
- Serve as back up to Grounds Coordinator

Coordinate Volunteers (10%)

- Recruit, train, schedule and supervise facilities volunteers.
- Coordinate facilities/grounds volunteer activities with other properties team members

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- Maintain facilities/grounds volunteer documentation such as hour tracking and waiver verification.

EDUCATION AND EXPERIENCE:

- High school diploma/ GED required. Associates degree and/or related certifications such as Building Systems Maintenance Certificate preferred.
- Minimum 1 year experience managing contractors/vendors
- Minimum 5 years of experience in facilities maintenance and repairs
- Demonstrated ability to safely and effectively utilize a variety of power and hand tools
- Adult/ Pediatric First Aid/CPR – has or obtain within 6 months of hire

QUALIFICATIONS:

- Ability to identify and prioritize tasks and to work well with minimal supervision.
- Must be adaptable to changing schedules and work priorities.
- Works well both independently and with a team.
- Ability to communicate needs to complete work, and questions regarding task assignments.
- Ability to maintain courteous demeanor when interacting with visitors.
- Must be able to follow OSHA safety guidelines.
- Must maintain valid driver's license and be insurable.
- Ability to successfully pass a background check.
- Willingness and ability to work a flexible schedule. Some evenings/weekends/on-call availability will be required.

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
- Lifting up to 70 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds
- Use of 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

To Apply: Send cover letter, resume, and 3 professional references to info@fontenelleforest.org. Please reference "Facilities Coordinator" 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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