Facilities and Grounds Technician

**Position Type:** Full-Time, Non-Exempt, Hourly  
**Compensation:** $16.00/ hour  
**Benefits:** Health, dental, vision, life & long-term disability insurance, paid time off (vacation, sick, holidays), employee assistance program, membership privileges, professional development, 403(b) plan and casual work environment

Do you enjoy hands-on facilities and outdoor maintenance projects? Join Fontenelle Forest’s team as a Facilities and Grounds Technician and do the work you love while surrounded by the beautiful backdrop of the Forest! This position assists with the maintenance of our facilities and grounds to keep them safe and functional, which is critical to creating a positive experience for our members and guests.

**JOB SUMMARY**
The Facilities and Grounds Technician is responsible for assisting in general facility operations and the maintenance and repairs of the buildings, grounds, and equipment of Fontenelle Forest. This critical position supports Fontenelle Forest’s mission and vision by helping ensure that Fontenelle Forest’s built and man-made infrastructure is safe, clean, and well maintained. This is a full-time position with a typical schedule of Sunday - Thursday, with occasional evening/weekend hours, plus urgent response 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.

**ORGANIZATION**
Founded in 1913, Fontenelle Forest is one of Nebraska’s oldest conservation organizations and one of the largest private nature centers in the nation. Fontenelle Forest owns and manages Fontenelle Forest in Bellevue and Neale Woods in Omaha. The properties encompass over 2,000 acres of forest, prairie, and wetlands along the Missouri River in the geographically significant Loess Hills. Fontenelle Forest aspires to be a national leader in environmental stewardship and education and the region’s premier nature center.

Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability. 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.

**PRIMARY RESPONSIBILITIES**
- Under guidance of facilities and grounds coordinator, complete basic repairs/upgrades/maintenance of facilities. Work to include, but not limited to, light plumbing, electrical, carpentry, painting, caulking, and sealing, other minor repairs, light custodial, waste removal.
- Keep buildings in a clean and orderly condition by conducting and logging regular maintenance/systems/safety checks (such as but not limited to, fire extinguisher inspection, elevator check, ice machine cleaning, drain watering) for needed repairs, maintenance, and cleanliness, to include maintenance/safety checks on all equipment and facilities, and inventory of supplies.
- Conduct basic landscaping and grounds maintenance year-round including snow and ice removal, trails maintenance, mowing, and weeding. Position will be trained and perform occasional work as a prescribed fire crew member to meet land management objectives.
• 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.

This description reflects management’s assignment of essential functions and does not limit or restrict the tasks that may be assigned.

QUALIFICATIONS
• High school diploma/ GED required. Associate degree and/or related certifications preferred.
• Minimum 1 year experience in building maintenance/repairs.
• Minimum 1 year of experience in basic outdoor maintenance.
• Demonstrated ability to safely and effectively utilize a variety of power and hand tools.
• Has or willing to obtain through on-the-job training:
  o Adult/Pediatric First Aid/CPR – within 6 months of hire.
  o S130/190 Wildland Firefighter training – within 9 months of hire.
  o S212 Wildland Firefighter Chainsaw training – within 9 months of hire.
• 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.
• Must commit to regularly working Sunday through Thursday, and to a flexible schedule which includes occasional weekends, holidays, and evenings. Urgent-response availability is required.
• Ability to maintain courteous demeanor when interacting with visitors.

PHYSICAL DEMANDS
• While performing essential functions of this job, employee is frequently required to talk or hear; walk; balance; stand; turn; climb; stoop; kneel; sit; use close vision, distance vision, peripheral vision and depth vision; use hands and arms to type, lift, carry, pull, push, reach, finger, handle, or feel; lift and carry up to 50 pounds regularly and 80 pounds occasionally .
• Occasionally ascends/descends a ladder to service fixtures and equipment above 6 feet.
• Annually pass the NWCG moderate work capacity test (walk 2 miles in under 30 minutes carrying 25 lbs.)
• Hike in varied terrain for extended periods while carrying equipment weighing up to 25 pounds.
• Exposure to extreme conditions: hot/cold weather conditions, with insects and plants; noisy environments, fumes, dust, etc.
• Person in this position must be able to perform duties while wearing appropriate personal protective equipment (PPE)
• Drive and operate a truck with trailer and UTV.
• Ability to safely operate power tools and equipment for extended periods of time.
To Apply: Send introductory email or cover letter, resume or written description of work history and related experience, and three professional references to info@fontenelleforest.org. Please reference “Facilities and Grounds Technician” 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.

Fontenelle Forest participates in E-Verify / Fontenelle Forest Participate on E-Verify.