



**Schlitz Audubon**  
Nature Center

## **FACILITIES COORDINATOR**

### **POSITION PURPOSE**

The *Facilities Coordinator* is an integral part of the Facilities team and works closely with the Facilities Manager and other Center staff to support all facilities and rentals activities. Critical functions include setup and breakdown of events in support of the Rentals team; routine repair and maintenance of Center equipment, facilities, and vehicles; and use and maintenance of the CMMS asset management database.

### **ESSENTIAL FUNCTIONS**

#### **Facilities Responsibilities**

- Monitor and maintain cleanliness of the Center's land and facilities.
  - Perform minor electrical, plumbing, carpentry, concrete work, painting, and landscaping.
  - Perform basic grounds maintenance consisting of building maintenance, snow removal, and lawn care, using various types of power equipment including power washers, shovels, spreaders, walk-behind snow throwers, riding snow throwers and plows, push mowers, riding lawn mowers, and line trimmers.
- Provide safety and security for building and grounds during hours of operation.
- Assist in setup, use, and ongoing maintenance of CMMS asset management database.
  - Key responsibilities include data capture and entry, data verification and quality assurance, and generating reports.
  - Support Life Cycle Asset Management implementation by updating Asset Condition/maintenance, lifetime, spare parts availability, and acquisition costs.

#### **Rentals Responsibilities**

- Prepare building for events by moving exhibits and other furniture to clear space for event set-up.
- Respond to additions and/or changes to set-ups in a timely and efficient manner.
- Coordinate and set up special equipment for rentals or educational programs.
- Maintain good rapport with Rentals special event team, as well as vendor partners associated with Center events.

#### **Interpersonal Responsibilities**

- Aptitude for building relationships, fostering teamwork, and achieving shared goals.
- Treat other employees, and any others with whom there is contact, with courtesy, respect, and professionalism.
- Comply with all proper safety procedures and regulations, and ensure that everyone in the department follows proper safety procedures and regulations.
- Maintain regular communication with Facilities Manager and front desk staff. Respond to staff and visitor requests.

## **QUALIFICATIONS AND EXPERIENCE**

- Possess a solid work ethic with a willingness to learn
- Show initiative and practice good self-management to work independently
- Possess resourcefulness, problem solving, and troubleshooting skills
- Ability to work under time pressure while maintaining high standards of precision and quality
- Excellent communication and people skills
- Ability to work with a diverse group of people
- Ability to work as part of a team
- Must possess a friendly, confident, and helpful attitude
- Knowledge of and experience with a CMMS or similar Asset Management database software
- Experience and proficiency in operating a compact track loader
- Proficient in use of snow removal tools, i.e., ATV w/plow, plow truck, and plow on track loader
- Light carpentry skills
- Able to stand for long periods of time
- Ability to work outdoors in all types of weather and conditions
- Ability to lift objects over 50 pounds
- High School Diploma
- Personal commitment to the mission of Schlitz Audubon Nature Center
- Mechanical abilities and experience strongly preferred

## **HOURS**

40 hours per week, non-exempt position filling alternating weekend and weekday shifts. Eligible for full-time employee benefits.

## **COMPENSATION & BENEFITS**

- Competitive pay of \$18-\$20 per hour
- Health, Vision, and Dental Insurance
- Life and Accidental Death Insurance
- Disability Income Insurance (Long-Term and Short-Term)
- Employee Assistance Program (EAP)
- Generous PTO
- 401(k) Retirement Plan

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

- Ability to reach, bend, climb, and lift on a frequent basis
- Ability to sit, walk, stand, bend, and lift, for extended periods of time
- Ability to lift and carry up to 75 pounds
- Ability to climb stairs and ladders
- Ability to push and/or pull heavy objects
- Regularly exposed to extreme outdoor weather conditions
- Operates in a professional environment
- Observance of safety precautions and protocols
- Appropriate protective clothing is required

## **TO APPLY**

Send cover letter and resume to Jason Festerling at [jfesterling@schlitzaudubon.org](mailto:jfesterling@schlitzaudubon.org) with *Facilities Coordinator* in the subject line.