

**BOWMAN'S HILL WILDFLOWER PRESERVE  
JOB DESCRIPTION**

**POSITION:** Facilities Coordinator

**DEPARTMENT:** Facilities

**WAGE & HOUR STATUS:** Hourly

**EMPLOYMENT STATUS:** Seasonal/PT

**PURPOSE OF POSITION:** Responsibilities include building maintenance and cleaning, plus grounds work as needed.

**ORGANIZATIONAL RELATIONSHIPS:** Reports to Grounds Manager

**ESSENTIAL FUNCTIONS:**

The facilities coordinator performs janitorial and custodial duties, including:

1. Ensuring a clean and sanitary environment in our visitor center rest rooms.
2. Keeping track of building maintenance and cleaning supplies.
3. Performing building repairs as needed;
4. Or contacting and supervising the work of contractors for larger repairs and maintenance.

**EDUCATION:** High School Degree or equivalent

Ability to do light electrical, plumbing and carpentry work preferred. Should be able to lift 50 lbs., climb an extension ladder.

Reply with a resume to [fonda@bhwp.org](mailto:fonda@bhwp.org).

07/20