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.

07/20