

Position Description

Title: Facilities Technician
Supervisor: Facilities Management Supervisor
Posted By: James Hensley
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Mission Statement: The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Summary of Position: The Facilities Technician is responsible for opening and closing KNC facilities, cleaning/maintaining all facilities and grounds as needed, as well as, setting up rooms for programs. The person in this position will work closely with the KNC team which includes the Education and Conservation Stewardship staff and Front Desk/Gatehouse Hosts. This is a full-time position with a weekday schedule including some evenings and weekends. This position will support KNC programs by carrying out the duties listed below.

Duties:

- Provide a clean and comfortable environment at all KNC facilities and grounds for visitors and staff
- Troubleshoot HVAC, electrical and plumbing systems as needed
- Open and close Nature Center grounds and facilities
- Assist in developing plans and schedules, and maintaining inventory information on facilities, vehicles, equipment and other records.
- Water monitoring and testing as needed.
- Operate tractors, snow plows, bobcat, mules, golf carts and other passenger vehicles and equipment as needed
- Maintain appropriate security.
- Assist with volunteers on projects as needed.
- Set up for events and programs
- Assist weekend staff as requested and remain on call at all times while at work
- Clear snow and debris from walkways and entrance areas using shovels, snow blowers, and plow trucks
- Serve as the on-site staff person for facility rentals as needed which at times can mean late hours
- Travel offsite to clean Nature's Way Preschool and Heronwood Field Station as assigned and possibly in evenings after classes are completed
- Assist with other duties related to the KNC mission.
- Carry company cell phone and respond to on-call emergencies whenever needed

Entrance Requirements:

- Experience with HVAC, electrical, plumbing, and carpentry helpful
- Experience with operating, maintaining and repairing farm tractors, plow trucks, skid steers, passenger vehicles and other small power equipment helpful
- Ability to work with a diverse group of people.
- Displays a pleasant customer service attitude.
- Displays high energy and able to lift 50 pounds.
- Able to work indoors and outdoors in rough terrain in adverse conditions
- Personal commitment to the mission of KNC.
- Able to work weekends, holidays, evenings, and weekdays
- Live within 30 miles of KNC's main campus with the ability to respond to on-call emergencies within an hour
- Valid Driver's License

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

To Apply: Send a letter detailing your experience and your interest in this position along with a current resume to James Hensley, KNC Facilities Manager at jhensley@naturecenter.org.