

**Title:** Facilities Technician  
**Supervisor:** VP for Facilities and Project Management  
**Category:** Regular, Full-Time (40 hours per week), Non-Exempt  
**Compensation:** \$14.00 - \$16.00 per hour (depends on relevant experience)

*The Kalamazoo Nature Center (KNC) is a not-for-profit organization whose mission is to create relationships and experiences that welcome and inspire people to discover, enjoy, value, and care for nature. Recognized by its peers as one of the top nature centers in the country, the Kalamazoo Nature Center is located on 1,100 acres of wooded, rolling countryside and includes over 14 miles of hiking trails winding through some of the most magnificent habitats in Michigan*

*Because we value the strength diversity brings to the workplace, the Kalamazoo Nature Center is committed to the recruitment, retention, and development of a workforce that reflects the society in which we live. We strongly encourage women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*

### **Summary:**

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/grounds for programs/events. The person in this position will work closely with the KNC team which includes the Education and Conservation Stewardship staff and Front Desk/Welcome Station 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, skid-steer, utility vehicles, 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, if needed
- Assist with other duties related to the KNC mission
- Be available for on-call emergencies when assigned on-call

### **Qualifications:**

- 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 regularly
- Personal commitment to the mission of KNC

- Valid Driver's License and ability to be insured under KNC's vehicle insurance policy
- Must pass a pre-employment background check

**Physical Factors/Working Conditions:**

- Able to work occasional weekends, holidays, and evenings
- Typical work schedule is 7:30 a.m. - 4:00 p.m., Monday - Friday
- Live within 30 miles of KNC's main campus with the ability to respond to on-call emergencies within an hour
- Able to work indoors and outdoors in rough terrain in adverse conditions
- The ability to lift up to 50 pounds, stand and walk for long periods of time, reach, bend, kneel and squat.

*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, please go to <https://naturecenter.org/jointheteam/employment/> to fill out an application. This position will remain open until filled.