

Facilities Coordinator

(Full-time, permanent)

[Aldo Leopold Nature Center](#) (ALNC) seeks an experienced, self-reliant and organized individual to serve as **Facilities Coordinator**. ALNC is a non-profit educational organization guided by Aldo Leopold's land ethic, with a mission to nurture children, their well-being, and environmental sustainability through connecting and learning in nature. ALNC annually serves over 50,000 children, teachers, and families through year-round programming including school field trips, summer camps, a nature preschool, and public and private events.

ALNC is an equal opportunity employer [committed](#) to building and serving a more diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

Responsibilities:

This individual is responsible for the maintenance and operation of our 20,000 square foot facility ensuring safe, functional, sustainable and attractive physical environments at the Aldo Leopold Nature Center. Much of the work will be done in our busy, child-centered environment with unique and interesting tasks and challenges arising on a daily basis. Responsibilities involve performing a wide range of indoor and outdoor activities in all types of weather; including, but not limited to:

- Continuous improvement of sustainable practices and efficiencies.
- Year-round and preventive maintenance, upkeep, inspection and repair of building systems, and equipment, including preparing and maintaining maintenance records, inventories and procedures.
- Service and repair of facilities & grounds equipment and running in-house work orders, including but not limited to: carpentry, plumbing, electrical, HVAC, landscaping, painting, and coordination of contractors.
- Custodial responsibilities, including coordinating regular cleaning service and oversight of supplies.
- Following safety protocols, building codes, and licensing requirements for all building systems.
- Serving as primary contact for the Nature Center's security and fire alarm system.
- Issuing and maintaining security codes, facility keys and door fobs for staff and program families; providing documentation and training on building and emergency procedures, including regular fire drills.
- Maintaining service, upkeep, and staff training for the organization's 15 passenger van.
- Available to answer in-house calls to assist staff and students facilities needs while on site.
- Prioritizing incoming work orders with input from staff and departments.
- Work with the Conservation Manager and others on:
 - Implementation of facility & grounds upgrades, accessibility improvements and strategic initiatives.
 - Upkeep of sidewalks and drives, including coordinating snow removal and sweeping of walks, decks, and pathways.
 - Seasonal grounds maintenance, such as: lawn mowing, trail & dock maintenance, and restoration work, as needed.

- Work with all staff in representing the needs of ALNC's facilities in strategic efforts, programming, grants, fundraising, and business affairs.

Qualifications:

Required:

- Demonstrated experience in - or aptitude to learn - facilities and project management skills
- Ability to perform moderate to heavy lifting and conduct strenuous physical activity.
- Ability to coordinate and communicate with staff, volunteers, and vendors.
- Ability to use Google work tools such as calendar, spreadsheets, and documents.
- Willingness to work in a busy, child-centered environment.
- Team player who can prioritize and troubleshoot multiple tasks simultaneously.
- Comfortable using hand and power tools, ladders, and cleaning supplies
- Reliable transportation and current driver's license.
- Successful candidates must pass a background check & fingerprint screening.

Preferred:

- Experience with creating and managing departmental budgets and expense control.
- Experience working with air handling units, condensers, and boilers.
- Interest in environmental issues and practices, such as ecological land management, energy conservation, green building, and sustainability.
- Familiarity with or understanding of integrated building systems (ie security, solar, HVAC, lighting, technology, AV, data networks)
- Familiarity with usage, upkeep and troubleshooting of equipment and small engines, such as mowers, snowblower, chainsaw, power tools, etc.

Compensation:

Salary Range: \$18-20/hr

Benefits: This position is eligible for medical & dental insurance (60/40 employer/employee split), life insurance, paid vacation, and discounted program fees (i.e. summer camp enrollment).

Time Commitment:

This is a full time (75%-100%) permanent salaried position; ideally Tuesday-Saturday, with occasional hours outside of regular shifts due to special events, programs or other operations. Flexible day and hour options available.

To Apply:

Email cover letter, resume and three references to Brian Schneider, Conservation Manager, brian@aldoleopoldnaturecenter.org

Application Deadline:

Application materials are due December 10, 2023

All Applicants will be notified of decisions by the end of December

Anticipated Start Date of early January 2024