



## Job Description

**Position Title:** Facilities Specialist

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**Type of Employment:**

- ☐ Full Time (40 Hours Average/Week)
- ☐ Modified Full Time (30 Hours Average/Week)
- ☒ Part Time (Average 20 Hours/Week)
- ☐ Seasonal/Temporary

**Anticipated Days:**

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**Reports To:** Facility Director

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**Anticipated Pay Range:** \$18-\$22/hour

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**Overview:** The Facilities Specialist has primary daily responsibility for facilities tasks throughout the property and plays a significant role in ensuring our staff, volunteers, and visitors enjoy a safe, healthy, and attractive environment, whether indoors or outdoors.

**Qualifications:**

- Prior facilities experience on a sizeable and/or agricultural facility preferred but not required
- Demonstrated knowledge of practical facilities repair and maintenance skills, with willingness to expand knowledge and abilities
- Valid drivers license to be maintained current at all times
- Proven team player capable of working independently and with others; accountable for actions and those of team
- Deploys an organized, flexible work style; completes tasks thoroughly and in a timely manner
- Displays a drive to continuously improve all aspects of performance

- Proactively and creatively identifies and carries out solutions to issues
- Must be able to lift 50 lbs regularly and up to 75 lbs on occasion

**Job Duties:** Per the direction of the facilities team management.

### **Alongside the Facility Director and Facility Volunteers:**

#### **Maintain Safety and Cleanliness of Farm, House and Grounds**

- Keep farm facilities clean, safe, and in good working order.
- Keep house clean, safe, and in good working order.
- Keep hay barn clean, safe, and in good working order.
- Keep classroom and other North Barn common areas clean, safe, and in good working order.
- Remove trash weekly.
- Assist with mowing, snow removal, salting, and similar tasks.

#### **Maintain Safety and Cleanliness of Horse Facilities**

- Keep pastures free of poop using poop sweeper.
- Keep pastures properly mown and free of weeds and foreign objects.
- Ensure fence and gate integrity.
- Maintain sheds, automatic waterers and troughs.
- Maintain arenas and round pen.

#### **Other Responsibilities**

- **Apply Volunteer Resources.** Coordinate with supervisor, colleagues, and Volunteer management team to train, assign, and supervise volunteers to and on needs as appropriate. Maintain inventory and schedule of tasks that can be performed by individual volunteers as appropriate and by scheduled work groups.
- **Support Team Members and Colleagues.** Assist supervisor and colleagues with related projects as requested.