



## Maintenance Technician Position Description

FLSA Status: Non-Exempt, Full-Time

Reports to: Maintenance Manager

### Position Summary:

As part of the BNC Operations Team, and under general supervision of the Maintenance Manager, the role of the Maintenance Technician is to maintain the safety, functionality and cleanliness of the facilities, grounds, and equipment of Blandford Nature Center. This position includes interaction with other staff, volunteers, parents, youth, visitors, and the environment. This position is 40 hours per week, 20 hours spent on maintenance duties & 20 hours spent on custodial duties, with a schedule that will be determined with the successful candidate.

### Duties & Responsibilities:

Assist with the maintenance and cleaning of BNC facilities, grounds, and equipment

- BNC buildings and grounds:
  - Inspect and service (or source experts as needed) furnace/AC units, plumbing and electrical needs (filters, washers, lightbulbs, etc.)
  - Inspect buildings and grounds weekly for damage, vandalism, and other issues
- Custodial:
  - Collects and disposes of all garbage and recycling from the center appropriately
  - Maintains the cleanliness of all garbage, trashcans and their areas
  - Cleans and sanitizes bathroom surfaces as scheduled
  - Refills paper towel, tissue, toilet paper and hand soap as scheduled
  - Performs other cleaning duties as specified in schedule
- Landscaping, irrigation, and seasonal maintenance:
  - Work with volunteers to maintain all lawn and garden areas
  - Perform seasonal maintenance such as spring cleanup, fall leaf removal, and snow removal
- Vehicles and equipment:
  - Perform all routine maintenance (oil changes, tire rotations, etc.) on all vehicles, including tractor, lawn mower, tiller, snow blowers, etc.
  - Take BNC road vehicles for service as needed
- Construction:
  - Assist with special building projects, repairs, and improvements as needed. This may include roofing, siding, painting, etc.
- Trail maintenance and improvements:
  - Assist Land Manager and volunteers with trail maintenance and improvements as needed
- Assist with set up for meetings, rentals, and events

Support for special events and festivals

- Support major events such as fundraisers and seasonal festivals as needed and/or requested

### Additional:

- Builds and maintains positive working relationships with staff, trustees, and volunteers.
- Projects a professional image internally and externally.

### **Qualifications:**

- High School Diploma
- Experience with proven knowledge of carpentry, electrical, plumbing, masonry, and mechanical practices for everyday work and repairs
- Technically proficient at operating equipment such as tractors, chainsaws, lawn equipment, snow equipment, and construction tools
- Dependable transportation
- Must pass a background check
- Valid Michigan Driver's License

### **Physical Responsibilities:**

While performing the requirements of this job, the Maintenance Staff is regularly required to sit, stand, bend, or kneel for extended periods of time. The Maintenance Staff occasionally must be able to lift up to 50 pounds. The Maintenance Staff must also be able to work outdoors in a variety of conditions; including wet, brushy, muddy and steep trail surfaces.

### **Compensation:**

This is a paid, full-time, non-exempt position paying \$12.00 per hour. This position qualifies for paid holidays and annual leave (PTO), Health Insurance, Blandford Nature Center Membership, and participation in a SIMPLE IRA plan with an up to 3% employer match.

### **How to Apply:**

Please send the following documents to [jobs@blandfordnaturecenter.org](mailto:jobs@blandfordnaturecenter.org):

- Cover Letter
- Resume
- Full contact information for three (3) professional references

*Only complete application packages will be considered.*

**Interviews will be conducted as qualified applications are received. The start date for this position is Monday, August 20<sup>th</sup>, 2018.**

### **Blandford Nature Center's Mission:**

To engage and empower our community through enriching experiences in nature.

### **Blandford Nature Center's Vision:**

A thriving, diverse community that supports a healthy, natural world.

### **Blandford Nature Center's Values:**

- Inclusion: Intentionally welcoming and embracing everyone
- Stewardship: Responsibly using and caring for all our resources
- Integrity: Demonstrating honesty, authenticity, and transparency within our organization and community
- Experiential: Providing direct opportunities to enjoy, explore, and learn in nature
- Partnership: Connecting and collaborating to effectively serve our community
- Innovation: Using creativity and curiosity to continuously improve

*The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all its educational opportunities by all people.*

*Diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a leadership composed of volunteers and staff that equitably and fairly represent our constituency.*