



JOB DESCRIPTION

Job title	<i>Facilities & Grounds Coordinator</i>
Reports to	<i>Interim Executive Director</i>
Pay Range	<i>Hourly position, \$17 - \$20 per hour</i>

Job purpose

The Facilities & Grounds Coordinator oversees the building maintenance and grounds upkeep for Asbury Woods, including the Nature Center, Brown's Farm Barn, the farmhouse, picnic shelters, sugar shack and adjacent facilities, gardens, and lawn areas. The Facilities & Grounds Coordinator is responsible for creating and implementing a proactive plan to manage the buildings and grounds. The position oversees and works closely with a team of facilities and grounds volunteers.

Duties and responsibilities

Maintenance of Buildings and Mechanical Systems

Inspects, maintains, and repairs all buildings, including emergency repair requests.

Performs minor repairs and coordinates facility repairs by qualified vendors. Acts as the liaison for all outside contractors working for the organization on construction projects.

Inspects and maintains heating, cooling and ventilation systems assuring energy efficiency and conservation.

Oversees facility access for staff and volunteers.

Monitors, maintains and tests building security and fire systems.

Assists with the installation and maintenance of interpretive exhibits and educational equipment.

Manages daily janitorial work and necessary tools and supplies and coordinates with in-house janitorial staff and/or temporary or contract workers needed for special projects. Serves as back-up janitorial staff as needed or for emergency accidents.

In coordination with all departments, oversees all setup and breakdown for Asbury Woods events, educational programs and outside renters use of the facilities and grounds.

Grounds Keeping and Site Maintenance

Removes snow and ice from public areas and walkways around buildings, parking lots and kiosks using shovels, snowblower and plow truck.

Removes debris from turn-offs for Nature Center and Brown's Farm and ensures readability of signage (pruning or maintaining as necessary). Prunes overhanging vegetation. Responds to emergency grounds maintenance requests.

Maintains and repairs benches, signs, fences, and railings. Maintains outdoor electrical features and replaces outdoor lighting bulbs. Patches pavement; replaces pavers at building entry and kiosk area. Installs signs.

Coordinates the acquisition and maintenance of workshop tools and equipment. Provides training and resources for all staff and volunteer workers to be able to complete their work in a safe and professional manner.

Works with the volunteer coordinator on the identification and preparation of "shovel-ready" facility and grounds projects for volunteers to implement.

Assists the Conservation & Stewardship Coordinator with trail maintenance, repair and building projects, as needed.

Facility Planning, Coordination and Administration

Creates and keeps up-to-date manuals for all operational equipment for all facilities.

Develops and implements a plan for periodic maintenance of buildings and grounds by determining maintenance needs and issues, estimating materials, time, and staffing needs for specific projects.

Plans, coordinates, estimates, schedules, and reviews routine maintenance projects on a monthly, semi-annual, and annual basis. These include monthly preventive work on all mechanical equipment and paperwork on activities related to equipment and vehicles.

Serves as liaison with public utility organizations.

In coordination with the Executive Director, develops annual budget for routine operating costs associated with maintaining and improving the buildings and grounds as well as develops recommendations for ongoing capital improvements and replacement schedules.

Monitors and accounts for inventory of equipment, tools, and supplies.

Drafts contract specifications for work done by contractors or vendors. Monitors work of contractors. Responsible for keeping complete, accurate records related to all maintenance work.

Identifies deficiencies in physical structures, mechanical systems as well as electrical and plumbing systems. Develops, recommends, and implements plans to correct deficiencies.

Public Safety and Security

In coordination with leadership team, implements facility safety and security plans, including plans for evacuation and disaster response.

Responds to pest control needs including unwanted pests inside the facilities and stinging insects on the grounds near public use areas.

Coordinates regular inspection of potential hazard trees to assure public safety and protection of structures. Keeps detailed records of hazard tree monitoring and removal.

Monitors and corrects daily safety hazards on site, including tripping/slipping hazards, overhead hazards and loose/broken benches, railings, awnings, etc.

Other duties as assigned by the Executive Director.

Qualifications

Five to seven years experience in facilities management, grounds maintenance, landscaping, property management and/or other related fields.

Must have a valid driver's license.

Experience operating machinery such as plow truck, trail mules, tractors, chainsaws, lawn mowers, and other equipment essential to the position.

Able to read and understand complex electrical, mechanical and automation systems.

Working knowledge of electrical, mechanical and HVAC systems.

Hands-on experience in construction, maintenance, and facility operations

Strong written and verbal communication skills.

Reads and understands architectural drawings, electrical diagrams, and exhibit drawings.

Ability to represent the organization in a professional manner when interacting with various constituents (visitors, donors, volunteers, public program attendees, media, business leaders).

Knowledge of computer use and familiarity with word processing, database management, spreadsheet use, and email.

Ability to multi-task and manage multiple projects and priorities simultaneously.

Working conditions

This position has several special working conditions which include regular evening and weekend work, working outdoors in varied weather, and working professionally with all members of the public. Security and background investigations required within 90 days of employment.

Physical requirements

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions of the Facilities & Grounds Coordinator position (listed within Position Specifications) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

Position Specifications Physical demands

1. Frequent walking throughout various buildings and trails.
2. Various indoor and outdoor environments, year-round including outdoor trails and uneven surfaces.
3. Standing for long periods of time.
4. Heavy lifting from 15-50 pounds.
5. Some carrying up to 50 – 85 pounds.
6. Manual dexterity to use hand tools and power tools.

Temperament

1. Ability to work as a member of a team.
2. Must be courteous to the public and co-workers.
3. Must be cooperative, congenial, service oriented, and promote these qualities at Asbury Woods.
4. Must be able to respond to directions and accept constructive feedback.
5. Ability to work in an environment with frequent interruptions.

6. Must be flexible and able to work in a fast-paced, dynamic environment.

Cognitive Ability

1. Ability to follow verbal and written directions.
2. Ability to read and respond to written correspondence.
3. Ability to listen to others on the telephone and in person.
4. Ability to complete assigned tasks with minimal supervision.
5. Ability to read, write, and do complex computations.
6. Ability to use correct grammar, sentence structure, and spelling.
7. Ability to compose clear, concise sentences and paragraphs.
8. Ability to work independently and make work-related decisions.
9. Ability to exercise good judgment in prioritizing tasks and problem solving.
10. Ability to communicate effectively with the public.

Sensory ability

1. Visual acuity to read correspondence and computer screen.
2. Auditory acuity to be able to use a telephone.
3. Ability to speak clearly and distinctly.

Approved by: Sarah Bennett, Interim Executive Director

Date approved: March 4, 2025
