Facilities Coordinator

The Schuylkill Center for Environmental Education, a leading environmental education provider for the Philadelphia region, seeks a passionate and energetic Facilities Coordinator to maintain the Center's buildings and assist in the maintenance of its property, a 340-acre forest.

Position Summary:
The Facilities Coordinator supports our mission of connecting people to nature by serving as point person for facilities maintenance and improvement, overseeing and performing maintenance on an 18,000-sq.-ft. Visitor Center, plus Wildlife Clinic and outbuildings. The Facilities Coordinator also supports the Land & Facilities Dept. in stewarding our 340-acre forest and trail system while supporting our programming needs. Some weekend and evening work is required.

Duties and Responsibilities include:

- Managing and coordinating maintenance requests.
- Maintaining our facilities' many systems, including drinking water, septic, alarm, HVAC, electrical, roof, and more.
- Overseeing rental and event setup as requested by staff.
- Conducting snow removal, driveway repair, tree removal, and brush clearing as needed.
- Removing litter on the property while performing custodial work as needed.
- Assisting the Department with routine maintenance of land care equipment including mowers, tractors, chainsaws, excavator and trimmers.
- Assisting the land stewardship and native plant programs as needed.
- Assisting with routine land maintenance through mowing, trail clearing, etc.
- Performing other duties as assigned by the Director of Land and Facilities.

Expected Competencies include:

- Basic familiarity with a wide range of hand tools plus experience in basic woodworking, carpentry, plumbing, mechanical, and/or electrical skills.
- Familiarity with equipment operation and maintenance (tractor, chainsaw, mower, small engine equipment, etc.).
- Experience in landscaping, tree work, land maintenance, and/or farming.
- Ability to both independently perform assigned tasks while working as an integral member of a team as needed.
- Strong interpersonal skills and the ability to work collaboratively and communicate in a timely and respectful manner.

- Good organizational and writing skills to coordinate volunteer groups as well as design and record maintenance procedures.

Physical Demands/Work Environment:
The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. As the Land & Facilities staff spends significant time outdoors, the employee must be able to:

- Spend multiple hours outdoors in all weather (heat, cold, rain, snow)
- Hike 2-5 miles per day on rough terrain
- Engage in sustained physical activity throughout the day
- Lift up to 50 pounds (size of large container plant)

The employee is also regularly required to stand, walk, and use hands and arms to operate pruners, chainsaws, clippers, shovels, and other outdoor tools and equipment; must be able to operate general office equipment like PC, telephone, copier, fax machine, and printer. The noise level in the work environment can range from low to high.

Education, Experience, and Qualifications:
Must be a high school graduate, have a driver's license, and pass the required background checks.

Compensation:
This position is full-time and salaried with a generous benefits package including vacation, health, dental, and retirement; salary is commensurate with experience.

To Apply:
Please submit your resume and cover letter to Stephen Goin, Director of Land and Facilities, Schuylkill Center for Environmental Education, 8480 Hagy's Mill Road, Philadelphia, PA 19128. Email Steve at steve@schuylkillcenter.org.

Application deadline: *October 10th*

The Schuylkill Center values a racially, ethnically, and culturally diverse work community, and we strongly encourage applications from people of all backgrounds. E.O.E.