



POSITION: Facilities and Maintenance Coordinator
DEPARTMENT: Friends of Beaver Creek Reserve
REPORTS TO: Beaver Creek Reserve Executive Director

POSITION SUMMARY:

This position performs a variety of custodial and maintenance duties at Beaver Creek Reserve to keep buildings, grounds, trails, and equipment in excellent repair, clean, and attractive to visitors.

RESPONSIBILITIES:

- Oversee and coordinate the daily operations of Beaver Creek Reserve's grounds and facilities, and Henke Acres property.
- Meet with Health Inspector, Elevator Inspector, DNR Water Monitor, Septic Inspector, and Eau Claire County Building Manager, and ensure compliance on inspections.
- Coordinate capital project management and RFP duties.
- Communicate with contractors: HVAC, plumbing, refrigeration, snow removal, trail maintenance. (*Unless candidate has capacity and skills to complete these projects*)
- Assist in managing North and South Campus security system with Office & Operations Director.
- Comply with weekly water testing and reporting.
- Oversee custodial projects including but not limited to: emptying trash and recycling bins, sweeping and mopping floors, vacuuming, washing windows, and cleaning facility restrooms.
- Oversee general upkeep and maintenance of all BCR buildings including but not limited to: Wise Nature Center, Hobbs Observatory and Citizen Science Center, Main Lodge, Cedar Lodge, Shower House, Cabins, Beaver Den Conference Center.
- Communicate with various departments for seasonal changes and job requests.
- Meet with facility rental guests and facilitate check in and check out processes and procedures.
- Oversee Wildlands Charter School custodial staff.
- Act as the maintenance liaison between Wildlands, Beaver Creek Reserve, and Chippewa Valley Astronomical Society.

WORK ENVIRONMENT:

- Outdoor work under all weather conditions, with occasional office responsibilities.
- Continual walking or standing.
- Regular lifting of approximately 50 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to operate, maintain, and perform minor repairs for a variety of small equipment and tools including: chainsaw, weed eaters, pesticide sprayer, hand tools.
- Ability to operate, maintain, and coordinate annual and/or required maintenance for a variety of large equipment including: skid steer, tractor, truck, trailer.
- Be dependable and have good time management skills.
- Have an organized workspace, as well as organize tools, equipment, and materials.
- Ability to establish and maintain effective working relationships with people having diverse interests, needs, ages, backgrounds etc. including staff, volunteers, members of other organizations and the general public

REQUIRED QUALIFICATIONS:

- Graduation from high school or equivalent.
- Paid experience performing grounds or building maintenance.
- Must possess and maintain a valid Wisconsin driver's license and acceptable driving record.
- Well organized, motivated, and demonstrates initiative and adaptability.
- Experience coordinating, facilitating, and managing staff and volunteers.

DESIRED QUALIFICATIONS:

- Experience in building and grounds maintenance.
- Experience or training in small engine operation and maintenance.
- Experience with HVAC, plumbing, refrigeration, snow removal, trail maintenance.
- Experience coordinating, facilitating, and managing others.
- Certifications/licenses in Chainsaw Safety, Commercial Driver's License (CDL), Skid Steer Training.
- Resourceful individual who is able to balance multiple priorities, complex situations, and meet tight deadlines
- Flexible to meet seasonal demands.

***NOTE:** Interview & employment will be conditional upon successful completion of a criminal background check.*

TO APPLY:

Position will be open until filled. Please submit your resume, cover letter, and three references to bcr@beavercreekreserve.org.

Or mail to:
Beaver Creek Reserve
Attn: Erik Keisler
S1 County Rd K
Fall Creek, WI 54742
**No Phone Calls