**Logo, company name

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**Position Description**

**Building & Grounds Coordinator**

**Purpose:** This person will aid the Maintenance Director in all areas of Building & Grounds.

**Time:** Full-Time

**Reports to**  Executive Director/Maintenance Director

**Compensation**: Salary

**Certification Required:** CPO-Certified Pool Operator

**Main Responsibilities:**

1. Provide preventative maintenance on all buildings, equipment, and vehicles
2. Maintain safety equipment (smoke detectors & fire extinguishers)
3. Maintain Pool – Testing & cleaning
4. Mowing/Weed eating all our property
5. Pond Maintenance
6. Deliver water & pool samples weekly/monthly

**Miscellaneous Responsibilities:**

1. Keep Inventory of Maintenance equipment/supplies
2. Help if needed to maintain/facilitate recreation elements (zipline, Giant Swing, Rock Wall, Rappelling, Low Ropes & Paint Ball)
3. Work with volunteer groups and individuals
4. On Call rotation with other staff.
5. Any other duties as assigned by Executive Director/Maintenance Director

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Building & Grounds Coordinator Executive Director