

ORIENT LAND TRUST

Job Description

Facilities Staff

Department: Plant Management

Job Title: Facilities Staff

Supervisor: Facilities Manager

Position Type: Full time, part time, or temporary depending on OLT need and applicant circumstance. This position is a non-exempt, hourly position.

Pay Range: \$16.00 to \$20.00 per hour starting wage based on qualifications and experience.

FLSA Status: Nonexempt

Benefits include: An employee may be eligible for OLT group health plan coverage the first of the month after 60 days of employment depending on the hours worked and for Paid Time Off (PTO) benefits after 120 days of employment depending on the hours worked.

Location(s): Any OLT property as required

Job Relationships: Maintenance staff repairs, maintains, builds infrastructure for OLT. Works closely with housekeeping and reception, as well as volunteers to keep the infrastructure in good shape and ready to provide amenities to visitors.

Position Overview: Under the supervision of the Facilities Manager, Facilities Staff is responsible for the maintenance of the Visitor Services facilities, including structures, utilities and grounds. The Facilities Manager also supports the construction of improvements on OLT properties.

Responsibilities include:

- Maintain all visitor services facilities including structures, utilities and grounds.
- Support the Facilities Manager and ED in planning and implementing improvements to facilities, including:
 - Research materials, designs and costs
 - Coordinate with volunteers, other departments, contractors, and any others in building, maintaining, and repairing systems and structures
 - Respond to weekend needs and emergencies as directed by the ED or Facilities Manager. Ideally, schedule includes at least one weekend day.

- Repair and maintain utilities including electrical, water supply, wastewater and fire protection.
 - Acquire complete familiarity with all utility systems including location of all underground installations
 - Follow and help implement emergency procedures for all utilities
 - Educate other staff on emergency procedures
- Follow maintenance schedules, facilities repair requirements, and operation instructions
- Implement and follow job safety policies and procedures for maintenance staff
- Facilities Staff are reviewed annually in accordance with the OLT employee handbook
- Instruct, work with, and supervise volunteers who are helping with maintenance tasks

Required skills and experience:

- Building, maintenance and construction
- Electrical and plumbing systems
- Woodworking
- Ordering and/or purchasing and stocking parts and supplies
- Organization of tools and equipment
- General use of a computer
- Employee, workplace and visitor safety
- Open to learning new skills and knowledge
- Self-motivated
- Excellent communication with others
- Keenly observant
- Problem solving, diplomacy, patience, crew coordination, flexibility, inspiration and innovation.

Needed skills (to be acquired on the job if not already current):

- First aid and CPR certification
- Able to repair common household electrical problems
- Basic vehicle maintenance and repair
- Complete understanding, support and enthusiasm for Orient Land Trust and its mission
- Knowing emergency procedures and able to instruct others

Helpful skills and experience:

- Welding and metal work
- Landscaping, grading and trenching
- Rock laying and masonry
- Concrete forming and placement
- Tree trimming/wildfire mitigation
- Information technology systems
- Ranching and irrigation
- Experience with naturist lifestyle

How to Apply: Contact Orient Land Trust by phone or email for application

Phone: 719-256-4315.

Email: MarkJacobi@olt.org:

Closing Date: March 31, 2023

For information on Orient Land Trust and our company culture, visit our website at www.olt.org.

Orient Land is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.