



ODC Network

Facilities Technician Position Description

TITLE: Facilities Technician

REPORTS TO: Facilities Manager & VP of Operations

STATUS: Variable

START DATE: Spring (negotiable)

Overview: The Facilities Technician position is an at-will employee of the ODC Network (ODCN). The primary job responsibilities are to assist with site maintenance, grounds maintenance, janitorial needs and oversight of ODCN properties. The employee is responsible for supporting the mission of the ODCN through these activities in addition to being a positive representative of the organization in the community.

Desired Skills:

- Effective time management
- Strong ability to work both collaboratively and independently, strong interpersonal skills in a team setting
- Ability to operate ground maintenance equipment including lawn mowers, backpack blowers, and weed whippers
- Ability to work safely with a variety of cleaning supplies
- Strong organizational skills, ability to multitask, adapt to change and to develop plans and timelines and follow through to completion.
- Commitment to the ODCN mission

Duties and Responsibilities:

- General maintenance of facilities including: lawn care, landscaping, trail grooming/maintenance, tree trimming/removal, weed control and leaf/debris removal, painting, and staining
- Cleaning and trash removal
- Notify supervisors of minor & major repair needs
- Complete tasks in a timely manner with minimal supervision
- Maintain a current working knowledge and professional working relationships in all aspects of job requirements.
- Promote the mission and vision of the ODCN
- Assist and coordinate with other staff as required, including participation in required meetings.

- All other duties as assigned by the Facilities Manager or Executive Management team

Education/Experience/Requirements:

- High school diploma with experience in buildings, grounds and equipment maintenance and operation
- Must pass a background check, have a valid driver's license and be fully insurable by the ODC Network

Physical Demands:

- Ability to work outside in various weather conditions
- Ability to occasionally lift to 50 pounds and walk, stand, and sit for extended periods of time.

Equipment Operated:

- Must be able to operate a tractor, lawn mower, utility vehicles and other equipment
- Basic understanding of Microsoft Office applications, Google Suite applications and the operation of general office equipment.

These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives and responsibilities not mentioned above.

ODC Network Diversity Policy Statement: *The ODC Network is an equal opportunity employer. To read our diversity statement, go to <https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf>*