



Vermont Institute of Natural Science Facilities Manager

TITLE: Facilities Manager

SUMMARY: Provides a safe and clean environment for visitors at the VINS Nature Center

REPORTS TO: Director, On Site Interpretation

START DATE: May 1, 2019

JOB LOCATION: VINS Nature Center, Quechee, VT with some travel to other sites as required.

Objective is to enhance the VINS guest experience and maintain the Nature Center as a safe, work-friendly environment.

Responsibilities:

- Maintain lawn areas by mowing, trimming, weed whacking, using manual and power tools
- Maintain clear walkways in winter using snow blower, tractor, and hand snow shovels
- Clean and maintain public and staff areas (restrooms, floors, windows, etc.)
- Remove and properly dispose of trash, litter, and recyclables from public and staff areas
- Maintain and repair buildings, structures, operating tools and equipment
- Inspect facilities and equipment for safety and damage
- Maintain VINS' vehicles (yearly inspections, registration and preventative maintenance)
- Maintain and order cleaning supplies as needed
- Set up rooms with chairs and tables as needed
- Maintain and repair 2nd location, Old Pepper Place in Washington, VT
- Maintain budgeted expenses within organization's guidelines
- Maintain all contracts, warranties, and operating licenses for the facility
- Various other duties and projects as needed

VINS Facilities Manager

Organizational Responsibilities:

- Attend VINS staff meetings and participate in organization functions as required
- Work with other departments at VINS to ensure the Nature Center operates smoothly

Qualifications:

- At least five years' experience in facilities management
- Capable in managing a 47-acre facility
- Strong organizational skills and work ethic
- Ability to perform physical labor for extended periods of time and lift up to 50 pounds
- Skill, knowledge, and safe operation of various power tools and equipment
- General skill and knowledge in carpentry, electrical systems, and plumbing
- Ability to work independently and as part of a team
- Must possess a valid driver's license
- Current first aid and CPR certification preferred
- Ability to operate basic computer programs
- Excellent judgment of when to contact a licensed electrician, plumber, etc.
- Dependable and strong communicator

Compensation:

Compensation is dependent upon experience. This is a full time position. Regular work week is 40 hours with some flexibility. Schedule will vary, and may include evenings and weekends for special events.

All VINS staff working directly with children are subject to a thorough background check, including fingerprinting and a criminal record check.

To Apply:

Application Deadline: March 29, 2019

- Send resume, cover letter and three references to: ccollier@vinsweb.org
- List of 3 references
- We request no phone calls, please.

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