



Facilities / Grounds Maintenance Supervisor

Position Type: Regular Full-Time/Hourly (32-40 hours per week), Non-Exempt.

Starting Salary Range: \$22.00 to 25.00 per hour

Benefits: Medical, Vision and Dental benefits, Paid Time Off (PTO), paid holidays, opportunity to participate in organization's 401K.

Overview

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

LCSLO owns and manages a suite of publicly accessible open spaces including the phenomenal 880-acre Pismo Preserve, Octagon Barn Community Center, and Kathleen's Canyon Overlook Community Park. The Facilities / Grounds Maintenance Supervisor supports all aspects of managing LCSLO's facilities with a focus on the Octagon Barn Center. The Land Conservancy strives to maintain its facilities in a clean, safe and professional state. Facilities are often the first interaction the public has with the organization so maintaining these facilities to the highest standard is of utmost importance. Working at locations across SLO County, The Facilities / Grounds Maintenance Supervisor (FGMS) initiates, schedules and implements general and preventive maintenance, repair, construction and renovation of grounds, facilities and systems. The FGSM works independently without supervision. This position reports directly to the Senior Stewardship Manager but works closely with the Stewardship Director, Octagon Barn Center Venue Manager, Operations Manager, Field Manager, Senior Ecologist, Restoration Crew Leader (Stewardship Team) and other staff members to meet the demands of the LCSLO land holdings. Interacting with and coordinating volunteers, LCSLO staff, partner organizations and the general public occurs regularly.

Essential Duties of the Job

Facilities Management (10%)

1. Maintain work-plans for LCSLO's facilities (Octagon Barn Center, Pismo Preserve, and Kathleen's Canyon Overlook, Santa Rita Ranch, Badger Creek).
2. Inspect and monitor LCSLO owned facilities to assess present conditions, including infrastructure such as roads, parking lots and walkways, water systems, lighting systems, restroom facilities, playgrounds, and landscaped areas.
3. Maintains checklists of maintenance activities and coordinates with subcontractors, gardeners and other staff when appropriate to ensure operations continue to run efficiently.
4. Coordinate with Octagon Barn Venue Manager to ensure facilities are ready for events.

Facilities Maintenance (25%)

1. Manage contractors, staff and/or volunteers in execution of year-round facilities maintenance activities;
2. Perform a variety of general and preventive maintenance and repair work. Incumbents independently perform a variety of semi-skilled facilities and systems maintenance functions;
3. Respond to daily service calls; perform routine preventive maintenance functions for facilities and systems; set up jobs and perform the manual labor preparation; clean, maintain and repair fixtures, equipment and appliances; assist in the installation of facility and systems materials, fixtures and mechanical equipment; assist in electrical work; assist in maintenance and repair of electrical lines and fixtures; assist in the installation, maintenance and repair of plumbing and HVAC systems; assist in facilities renovations and new construction; assist in painting buildings and equipment; participate in construction site/remodel tear down and set up; make simple interior and exterior repairs; and perform related facilities and systems support functions.
4. Manage and/or execute small scale infrastructure and development projects – fence and structure repair, plumbing and lighting fixture replacement and repairs, general building repairs.

Grounds Maintenance (45%)

1. Physically work in all aspects of garden maintenance including some or all of the following duties: plant, cultivate, fertilize, water and spray ornamental plants, shrubs, hedges, trees, lawns, and flowers; rake leaves; hoe weeds; clean trash from assigned areas including parking lots; prepare and treat soils for planting; maintain hoses, irrigation systems, tools, supplies and equipment in proper condition and repair; trim trees, hedges, and shrubs and erect tree supports.
2. Maintain annuals, perennials, shrubs, trees, and grounds in a manner consistent with the horticulture standards of LCSLO.
3. Work outside to complete time sensitive tasks regardless of weather. Some weekend availability will be necessary;

Building and Equipment Maintenance (5%)

1. Maintain LCSLO's field facilities.
2. Basic vehicle, equipment and tool maintenance to ensure equipment is functioning in a safe manner to promote effective and efficient field operation.

Community Outreach (5%)

3. Attend public functions and community events to promote LCSLO's mission.
4. Work with LCSLO staff to educate the general public about the importance of Land Stewardship.

General Duties

1. Provide own transportation to LCSLO's field office 5 miles south of San Luis Obispo and office facilities in downtown San Luis Obispo.
2. Be mindful of personnel policies and procedures.
3. Be respectful and professional; avoid behavior that would interfere with the work of others.
4. Maintain a professional separation between work and personal activities.
5. Maintain a positive attitude.
6. Take direction from supervisor; implement suggested changes in the job functions and procedures in a prompt and respectful manner.
7. Provide information to Managers, Supervisors, and co-workers by telephone, in written form, texting, e-mail or in-person.
8. Identify problems and suggests solutions.
9. Be conscious of safety hazards and report issues to supervisor immediately.
10. Public contact is a major part of this position, it is important to extend a warm and friendly face to the public as a representative of The Land Conservancy.
11. Other duties as required by Manager or Supervisor

Required Qualifications - Job Skills and Knowledge

1. A commitment to the mission of The Land Conservancy, which is to permanently protect and enhance lands having important scenic, agricultural, habitat and cultural values for the benefit of people and wildlife.
2. Work requires working knowledge of the common terminology, methods, practices, tools and procedures related to building and facilities services, maintenance and repair and/or a base knowledge of a building/construction or mechanical trade.
3. Must be able to perform proficiently a variety of semi-skilled level facilities maintenance and repair tasks; operate all applicable tools, equipment and systems; follow standard written instructions and procedures; read and write at a level appropriate to the position; perform simple arithmetic calculations as required by the position; and demonstrate the ability to learn maintenance and repair functions. Requires the performance of strenuous manual labor.
4. Thorough knowledge of general gardening and grounds maintenance methods. General knowledge of proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers, and the use and care of gardening materials, tools, and equipment.
5. Ability to recognize the more common species of native and ornamental shrubs, trees and flowers grown in California.
6. Three (3) years of experience in the care and maintenance of landscaped areas or in general grounds maintenance work, or in related manual labor.
7. Proficient in MS Office, and related programs necessary for facilities management.

Required Qualifications - Work Ethic

1. Experience working in an outdoor environment, alone and as part of a team. Ability to adapt to challenging work environments to perform tasks in an efficient and thorough manner.

2. Respects the land and works to perform stewardship and restoration work in least invasive method possible.
3. Available on a regular basis for work and is regular in attendance for the full duration of the appointment. This position is flexible, but may require occasional long days. Some weekend work will be required.
4. Work at a steady and consistent pace without the need for constant supervision.
5. Self-starting and independent – Ability to work alone as directed by supervisors.
6. Detail Oriented – observant and methodical in regards to property management.
7. Safety Conscious – Prioritizes safety of self, crewmembers and the public throughout projects.

Preferred Qualifications

1. In addition to knowledge listed under required qualifications, preferred qualifications include possessing a more comprehensive knowledge of specific methods, practices and tools related to facilities and systems maintenance and repair in areas such as plumbing, HVAC, electrical, carpentry, painting and mechanical systems; semi-skilled and basic skilled knowledge across multiple trades; general knowledge of applicable trade safety practices; working knowledge of building codes; and basic knowledge of electrical theory and mechanical principles.
2. Any combination of experience and training equivalent to three years of hands on experience in general facilities and systems maintenance and repair, or comparable experience as a trades assistant or laborer with demonstrated proficiency in the required duties.
3. Ability to drive vehicles with manual transmission, trailers, and vehicles with limited visibility.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job.

"F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- (F) Bend
- (F) Sit
- (F) Squat
- (F) Stand
- (F) Crawl
- (F) Walk
- (F) Climb
- (F) Push/Pull
- (F) Kneel
- (F) Handle objects (Manual dexterity)
- (F) Reach above shoulder level
- (F) Use fine finger movements

(F) Walk in excess of five miles per day in a strenuous environment

(O) Other: Operate power equipment

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (F) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (O) Write
- (O) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze

- (F) Recognize and report safety issues
- (O) Differentiate between wanted and unwanted plant species

Environmental

On the job the employee:

- (O) Is exposed to excessive noise
- (O) Is around moving machinery
- (F) Is exposed to marked changes in temperature and/or humidity

- (F) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (F) Exposed to strenuous outdoor environments; cold, hot, windy, rainy.
- (O) Other: Works with chemicals including toxic glues and herbicides.

Standards of Performance

The Senior Stewardship Manager, in accordance with the listed Job Functions, will evaluate performance based on a standard evaluation form first on a 90 day probationary basis, followed on an annual basis thereafter, for the duration of employment of the Facilities / Grounds Maintenance Supervisor. Evaluations will be conducted through a meeting with the Senior Stewardship Manager and Stewardship Director (and Executive Director, as needed) and will be documented in a narrative, letter format.

Facilities / Grounds Maintenance Supervisor

Date

Executive Director

Date