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## Maintenance & Facilities Lead Staff

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### Summary

Maintenance & Facilities Lead Staff are essential to the function of our physical plant. They are experienced in a wide variety of skills and ensure that our facilities operate efficiently and that our grounds reflect the quality of our programs. They are eager to learn and willing to teach others

### Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

### Qualifications

High School diploma or equivalent required; Associate's Degree or trade certification preferred. Significant maintenance experience. A self-starting, positive team member that is a creative problem solver and eager to do a wide variety of tasks - ranging from lawn mowing to carpentry - that are essential to maintaining a significant physical plant. Outstanding work ethic and flexible to serve a wide range of programs and clients.

**Responsible to:** Maintenance & Facilities Director

### Primary Responsibilities

#### *Buildings, Property*

Work autonomously at any of our four campuses to ensure all KWE property - whether a building, dock, or boat - is maintained to the highest standard. Whether repairing things that break, pre-empting wear, or identifying issues that require contractor support, be responsible for proactively identifying problems before they happen and being responsive to issues that arise. Have a positive attitude, an excellent work ethic, and a willingness to learn new skills. On call when emergencies occur after hours and on weekends or holidays.

#### *Grounds*

Do whatever is required to maintain the grounds on our four campuses. From mowing lawns and weed wacking, to fertilizing and trail clearing, our campuses are diverse and require a variety of skill sets to meet the different standards of our programs. Coordinate with contractors and proactively look for ways to maintain the health of our space so that we protect our lake and broader environment. Be on call for weather events, especially for plowing and winter ice and snow removal.

#### *Operations & Risk*

Work closely with the Hospitality Director, Food Services Director and all Program Directors to ensure that issues are identified before they become significant and so that all programs operate in spaces that are highly functioning and meet an appropriate standard of cleanliness. Support our compliance to Federal, State, and DHHS standards and report operational risk to our Healthcare & Risk Director when seen. Function as an essential behind the scenes supporter of everything that occurs on our campuses.

#### *Support of the Organization*

Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should understand our mission and be ready to do work not specific to their job description in order to fulfill it.