



Oaks Park Facility Manager Job Description

Reports to: Maintenance Director

FLSA: Hourly

Approved By: Chief Executive Officer, HR Manager, and Maintenance Director

Position Summary:

The Facility Manager is to effectively manage and maintain the landscaping and buildings of Oaks Park. This includes planning, organizing, coordinating, and performing activities that support the property's exterior landscaping and building appearance; irrigation system maintenance and repair; ground wells; heating and cooling of the rink boiler and heat exchange system; fire suppression systems; asphalt repair; and general building and plumbing repairs.

The ideal candidate will have 5+ years of Facilities Maintenance experience, 2+ years of Landscaping experience, and be a proven leader with a desire for growth. Carpentry and Construction skills are a plus. You help set the tone for each guest who visits Oaks Park through your attitude and help keep Oaks Park looking great.

Essential Duties and Job Responsibilities:

- Responsible for the day-to-day operations of the Grounds/Facilities Department
- Creates and initiates projects and work lists with the help of the Director of Maintenance and/or the Grounds Supervisor
- Responsible for the daily operation of the department.
- Interfaces with the director and supervisor for supply needs
- Familiar with lawn care equipment repair and maintenance
- Maintain and facilitate repair of the fire suppression systems in the rink and the midway buildings
- Oversee pressure wash buildings, asphalt, and other structures.
- Inform Director on duty of any significant concerns and problems.
- Welcome and greet customers, answer questions and provide excellent customer service to contribute to an overall memory-making experience.
- Perform other work as assigned, which may not be listed above. These duties may change with or without notice.

Qualifications:

- Must be 18 years old or older.
- Have a valid US Driver's License
- 5 years + Facility Maintenance
- 2 years + Landscape experience

Knowledge, Skills, and Abilities:

- Communicate clearly with your staff on a Daily basis.
- Ability to follow all safety practices and use required safety equipment.
- Familiar with Chainsaws and other power-cutting equipment.
- Communicate and provide consistent, friendly, and helpful customer service to guests and all park employees.
- Work independently and as part of a team.
- Able to be on time when scheduled.

Physical Demands:

- Constantly using hands for grasping and holding objects necessary for performing duties.
- Able to climb on a ladder, at heights of up to 32 feet.
- Able to twist, bend, stoop, reach, and or kneel.
- Able to operate heavy equipment, forklift, drive a truck, and a golf cart
- Able to push a mower, use a pressure washer, blower, and string edger/trimmer.
- Able to lift up to 50 pounds in place or move across a distance.
- Able to walk 5 miles a day.
- Able to be in an outside environment and stand for several hours at a time in all types of weather.

Schedule:

- MUST be flexible to work all shifts, including a schedule that will fluctuate with seasonal needs, including all major holidays.

Wage:

- This is a full-time position, and is considered nonexempt, which means you are eligible for overtime pay when over 40 hours are worked in a given week. Starting wage is \$25 per hour, depending on experience.

Benefits:

- At Oaks Park, some amazing employee perks include free rides and roller skating, discounts on food and merchandise, REAP card (while supplies last) which allows an employee and a guest to visit several other Non-Profit venues within the state, along with a GREAT FUN atmosphere to work in.

Oaks Park welcomes people from all walks of life and is an inclusive workplace. We believe a great team makes the dream work! Oaks Park is a drug-free workplace, and pre-employment drug screen and background checks are required.