

Cibolo Nature Center & Farm Position Description

BUILDING AND GROUNDS MANAGER **FULL TIME***

The Cibolo Nature Center & Farm's mission is conservation of natural resources through education and stewardship. We provide programming & visitor experiences for children, youth, adults and families while protecting vanishing natural areas.

Job Description

The Building and Grounds Supervisor manages the entire physical campus and serves as the point person for all building and grounds matters, including the Herff Farm property. This position reports to the Director of Operations and works closely with the Executive Director, Senior Director, Director of Development, Director of Education and Volunteer Coordinator while serving as a member of the CNC Staff Team to ensure clear communication and effective scheduling to ensure a well organized and maintained Nature Center & Farm.

*40 hours per week, and every Second Saturday of the month. Occasional weekend and evening work for special events.

Skills and Experience Needed

This position requires experience in a nature center or campus setting. This person must be able to work with others, including volunteers and youth. This position requires a friendly, people person, accustomed to interruptions and a busy work environment. The Building and Grounds Supervisor must have good organizational skills and be email proficient. This position requires experience, knowledge, and an understanding of basic handyman/repair skills. Straightforward communication skills, willingness to help organize and empower creative, driven, action-oriented people. Must be a team player, self directed and motivated, possess problem solving skills, and display proactive initiative to make decisions on a daily basis. Must have the ability to effectively supervise others and ask for help when necessary. Much of the work takes place outdoors, and requires the ability to lift, climb ladders, etc.

Duties:

1. **Building and Grounds Management** -Check calendar and manage the day-to-day facilities and grounds of the CNC & Farm to ensure the campus is ready for business and running smoothly.
2. **Security/Risk Management**-make sure all systems are functional and procedures written, updated and executed.
3. **Supervision** - Supervise and coordinate community service volunteers in concert with the Volunteer Coordinator. Lead & direct volunteer teams on 2nd Saturday Service Days. Responsible for securing all materials and supplies needed for projects, help secure and train Team Leaders, be sure all volunteer hours are logged.
4. **Liaison with Government agencies** - coordinate with City of Boerne for City Park maintenance, security, vandalism, animal control, etc. Have active contacts with County and State agencies as they pertain to CNC & Farm operations. Coordinate with judges/court/school contacts for community service volunteers.
5. **Events** - coordinate set up of day-to-day regular events.
6. **Major Events** - assist and be present for all major events. Work with Event Coordinators to ensure set up and tear down meets standard. Assist with logistical planning for smooth execution of major events.
7. **Inventory** – Keep the inventory of CNC & Farm property for insurance purposes. Photograph and log in the inventory manual.
8. **Supply Orders** - Other than office supplies, keep track of replacement needs for paper supplies, cleaning supplies, etc. Keep back stock organized in closets and outbuildings as well as in the kitchen. Communicate supply order needs to the Office Manager
9. **Grounds** – Oversee and coordinate trail and grounds maintenance – working with Volunteer Coordinator, board members and other staff members to make sure all campus needs are met. (See #3).
10. **Facility**- Oversees campus operations in maintenance, housekeeping and grounds, including upkeep of associated service logs and inventories of equipment and supplies. Performs minor maintenance on buildings, facility systems and grounds. Supervise or perform routine housekeeping (e.g., restroom cleaning, garbage removal) for accommodations, classrooms and offices; performs routine minor maintenance on tools, equipment and vehicles.
11. **Coordinate & negotiate** terms with vendors and contractors as needed for products and services. Look for donated goods and services whenever possible.
12. **Inspects** facility and grounds daily for repairs and upkeep.
13. **Maintain CNC & Farm equipment** such as tractors, golf carts, power washers, etc.
14. **Herff Farm** – Monitor access to the Farm and coordinate all work to be done there. (Not major building projects, but the day-in day-out existing building and grounds issues. (Broken windows, gate & fence repairs, mowing, Farmers Market tents, trash removal, etc.)

15. **Serve on Land Management Committee** – Act in conjunction with Land Management policies and committee as they relate to CNC & Farm grounds. Develop an action list for Service Days, volunteers. Work closely with the Volunteer Coordinator.
16. **Keep and Maintain** the Building and Grounds Manual. Keep all current site plans for utilities; for example, electrical, water, sewer, and phone/cable lines.
17. **Eagle Scout Projects** –This position is responsible for implementing all approved Eagle Scout improvement projects on CNC & Farm property. Supervise the youth and other volunteers to ensure the projects meet designated standards.

This position reports to the Director of Operations.

1/2014