

TITLE: Facilities Superintendent
COMPENSATION: \$15–\$20/hr, dependent on skills and experience
STATUS: Part-time, hourly, non-exempt
LOCATION: Lee Vining, California
SUPERVISED BY: Education Director

The Mono Lake Committee office includes an Information Center & Bookstore, the public area outside of the Information Center & Bookstore, and the areas behind and between the office buildings. The nine building Committee Field Station, located a block away from the main offices, includes research housing, seasonal employee housing, and rental units.

The Facilities Superintendent is responsible for maintaining Committee buildings and grounds in good repair with a focus on the Field Station property, being a contact point for renters in Mono Lake Committee lodging, and assisting with facility use logistics. The Facilities Superintendent may also assist with renovation and refurbishment of facilities to prepare them for new uses. The position includes a housing option (single family, 2-bedroom, 1-bathroom house on-site).

Primary Responsibilities

- Maintenance and improvement of facilities:
 - Maintain good repair of Committee facilities. Requires coordination with Committee staff including Education Director and Office Director.
 - Improve facilities. Identify and prioritize opportunities to improve facilities to minimize future maintenance and improve safety and/or efficiency. Background skills in one or more of the following areas: carpentry, electrical, plumbing, drywall, painting, masonry, and grounds keeping. Provide input to Mono Lake Committee staff to establish weekly priorities and tasks; maintain landscaping around buildings; routinely inspect and test fire extinguishers, smoke detectors and other safety equipment.
- Grounds keeping:
 - Keep building grounds tidy and trees, grass, and other plantings watered and well tended. Improve public appearance of building grounds. Implement Committee principles, such as water conservation, in appropriate ways on grounds.
- Winter snow removal:
 - Clear walkways at Committee office and Field Station locations using shovel and snow blower as appropriate; clear driveways at Field Station; rake or clear building roofs as needed to prevent damage. Clear priority pathways before business hours to ensure safety.
- Light, custodial work to maintain buildings between renters:
 - Independently perform custodial work for buildings and grounds, including mopping floors, cleaning appliances, washing windows, cleaning bathrooms, and other tasks. Comprehensive custodial duties are not required, but intermittent, light work will be necessary in addition to contracted, professional cleaning.
- Provide on-site Committee presence at the Field Station:
 - Coordinate with Committee staff regarding tenant orientation, issuing keys, move in and move out dates, etc. Committee staff will be the lead for these activities, but the Facilities Superintendent will need to work in close coordination with Committee staff.
 - Be a point person for emergency situations, ensure Committee housing rules are followed by tenants, and provide a point of contact for tenants.
 - Oversee trash and recycling at Field Station; keep trash and recycling orderly.
 - Maintain a friendly, exemplary, and communicative presence. Prioritize meeting new tenants personally and defining your role on the property.
 - Other tasks as requested by supervisor.

Requirements:

- Experience with above maintenance tasks
- Ability to recognize and troubleshoot common maintenance problems
- Ability to work both independently and as part of a team

- Initiative and follow-through
- Commitment to environmental protection in the Mono Basin
- Good communication skills

Desired Qualifications:

- Experience in motel, apartment, or other facility management
- Flexible schedule
- Good eye for landscaping and/or gardening

Benefits:

- Position includes housing opportunity on site
- Mileage reimbursed for job-related travel

Application:

To apply, send a cover letter and resume via email to Bartshe Miller, Education Director at bartshe@monolake.org. Applications will be accepted until this position is filled. For more information, contact Bartshe at (760) 647-6595 x121.