



**Position:** Facility and Maintenance Caretaker (full-time)

**Reports to:** Executive Director

**Brief Description:**

The Ozark Natural Science Center hosts students for residential education programs. While here, students hike on 8 miles of trails, sleep in one of the 3 lodges, dine in the Dining Hall, and utilize all the other facilities available. The Facility and Maintenance Caretaker position is tasked with ensuring the facilities, campus grounds, and trails are maintained and in proper working order.

**General:**

- Provide for the safety of students, visitors and staff.
- Maintain ONSC facilities, equipment and grounds.
- Complete assigned, routine and special tasks on schedule, within budget, and meeting quality standards.
- Possess the skills and ability to work both independently with minimal supervision and as a team member.
- Serve as a professional representative of ONSC.
- Most enjoy the great outdoors.

**Primary Responsibilities:**

- Skills and working knowledge in: painting, basic carpentry, mechanical, electrical, septic and ventilation systems, and maintenance of commercial kitchen equipment.
- Grounds maintenance includes but not limited to: tree cutting and trimming, grass cutting, surface drainage/erosion control, maintain pathways through campus, reduction of potential fire threats, maintain fire supplies, vegetation control around all buildings, maintenance of signs on campus and entrance roads.
- Trail work with Madison County Wildlife Management Area personnel, Arkansas Natural Heritage Commission staff, ONSC staff and volunteers. Maintenance includes, but not limited to: trimming limbs and removal of fallen trees on trail system, grass and vegetation cutting, removing and/or replacing rocks for safety and erosion control, clearing drainage ditches, monitoring and maintaining surface parking areas and pathways, filling potholes and road grading.
- Working knowledge, maintenance and organization of ONSC power tools, equipment and supplies in the maintenance shop area. Coordinate and monitor use of equipment and supplies and materials by other ONSC staff.
- Coordinate with Executive Director and Program Manager in planning and prioritizing tasks for the upkeep of ONSC facilities and grounds.

- Routine maintenance of the ONSC vehicles including oil, battery and tire checks. Responsible for keeping an accurate log of all vehicle maintenance work.
- Maintain a current inventory and needs list for equipment and supplies.
- Conduct and/or oversee janitorial duties related to participant lodges, Ewing Centre, Education Building and other facilities as required.
- Assist other ONSC staff and EMS personnel with providing first aid, illness treatment, evacuation, search or other emergency situations following ONSC Safety Plan protocols.

### **General House Keeping and Janitorial Duties:**

- **Typically weekly duties during the school year (September - May):** Tuesday, Wednesday and Thursday (*between the hours of 6:30 am and 10:00am*) clean up to three residential lodges as detailed below. Lodge cleanings on Monday and/or Friday as directed. Cleaning other facilities as described below.
- Monday through Thursday clean Ewing Centre bathrooms morning and afternoon.
- **Compton, Tyson, and Harmon Lodges** (entrance room, bunk rooms, lounge, bathrooms and porch)
  - Clean all bathrooms (sink, mirror, shower, toilet, re-fill paper products)
  - Replace bath mats
  - Vacuum and mop floors
  - Clean ceiling fans (once a month)
  - Dust furniture and surfaces (tops of cubbies and window sills)
  - Clean windows monthly or as needed or directed
  - Empty trash (bring trash to dumpster by kitchen)
- **Ewing Centre**
  - Vacuum and mop floors (library area and bathrooms)
  - Clean glass doors and windows
  - Clean bathrooms (sinks, counters, mirrors, toilets/urinals, re-fill paper products)
  - Empty trash
- **Education Building**
  - Clean bathroom (sink, mirror, toilet, shower, re-fill paper products)
  - Vacuum and mop floors
  - Clean glass doors and windows
  - Empty trash
- **Neaville House and Staff Apartments**
  - Cleaning needs will be determined separately on an as needed basis for these facilities.

Submit your resume along with 3 references to:

Becky Olthof at [becky@onsc.us](mailto:becky@onsc.us)