



POSITION DESCRIPTION

Facilities Coordinator

Position Title:	Facilities Coordinator
Employment Classification:	Full Time, Hourly, Non- Exempt
Reports to:	Executive Director
Department:	Facilities
Salary:	\$18.00 to \$20.00 per hour, plus benefits

JOB SUMMARY

The Facilities Coordinator plans, organizes, and manages activities related to the facilities of the Living Coast Discovery Center. The coordinator ensures a safe, functional, clean, and positive experience for guests, volunteers, and staff; oversees interior and exterior facilities, including proper functioning of exhibits, animal related life support systems; performs light construction such as carpentry, plumbing, and masonry as needed; directly supervises the facilities department staff and volunteers including custodial, maintenance, sustainability, and horticultural positions; interfaces with the City of Chula Vista, third-party contractors and support services; plans and oversees the implementation of facility projects; coordinates the Living Coast's environmental health and safety program including ensuring proper training of staff and volunteers, maintaining an emergency preparedness plan, and compliance with codes, regulations, and standards; performs additional work as directed in order to accomplish organization-wide goals.

DUTIES AND KEY RESPONSIBILITIES

- **Facilities**
 - Oversee activities ensuring a safe, clean, and functional facility including interior and exterior public areas
 - Direct supervising and training of facilities staff and volunteers
 - Coordinate and communicate with third-party contractors for essential services such as domestic water, fire suppression, propane, electrical, and alarm service, septic, trash, and recycling removal, and maintenance for backup generator, air compressor, access, and vehicle fleet maintenance
 - Management of new and ongoing facilities related projects including exhibits, grounds, landscaping, parking, and guest services project implementation
 - Organize, acquire, and maintain inventory, tools, and supplies
 - Perform other duties as directed in order to ensure a successful and safe working and learning environment
- **Safety**
 - Ensure clean and safe functioning of essential work spaces including public areas, offices, maintenance room, animal husbandry spaces, and storage
 - Guarantee compliance with all required codes and standards including OSHA, ADA, earthquake, fire and stormwater pollution prevention standards
 - Coordinate adequate training and oversight for all staff and volunteers for workplace hazards, safety, and first aid
 - Update and maintain the Living Coast's Emergency Preparedness Plan and coordinate its implementation



- **Horticulture**
 - Oversee installation and maintenance of Living Coast gardens, landscapes, compost demonstration garden, and other natural exhibits
 - Direct supervising and training of horticulture staff and volunteers
 - Ensure proper functioning of all equipment and horticultural facilities
 - Develop and facilitate special projects and programs related to botany, horticulture, and restoration
- **Sustainability**
 - Oversee the development, implementation, promotion, and monitoring of eco-friendly building practices, waste stream management, and green procurement plans
 - Foster a culture of sustainability through ongoing organizational communications and education
 - Ensure proper implementation of Backyard Composting Program contract scope of work

QUALIFICATIONS

- Two years of relevant work experience or technical training: facilities, operations, horticulture, construction and repair
- Supervisory experience preferred.
- Experience at a zoological or aquarium facility preferred
- The ability to read, write, and speak the English language at a level necessary for successful job performance
- Possession of a valid California driver's license
- A working knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook
- Strong organizational skills and the ability to work independently handling multiple priorities in a fast-paced, professional environment, with attention to detail
- Strong analytical, communication, and leadership skills, and the ability to work collaboratively with a team to accomplish organization-wide goals

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is an indoor and outdoor job with exposure to a variety of weather conditions, physical hazards, noise, fumes and odors. Occasional driving to move equipment or pick up supplies may be required. Physical requirements include walking or standing for long periods of time, performing physical activities on a continual basis, seeing in the normal vision range with or without correction, hearing in the normal range with or without correction, bending, stooping, crouching, kneeling, climbing, balancing, stretching, reaching and lifting up to approximately 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The Living Coast Discovery Center is an Equal Opportunity Employer.



Please submit cover letter and resume in electronic format to Ben Vallejos, Executive Director, directly at ben@thelivingcoast.org by Monday, December 10, 2018, at 5:00 PM.