



TITLE: Facilities Coordinator

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager

COMPENSATION: Competitive wages based on experience

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

The Facilities Coordinator is responsible for maintaining and coordinating the physical integrity of the property and assisting the Facilities Manager with maintenance of Gorbels, Inc. and Ravenwood Golf Club, Inc. This includes maintaining a safe and sanitary environment for employees and guests. The Facilities Coordinator assists with all aspects of the property's maintenance including the physical grounds, custodial, telephone wiring, HVAC, supplies, light carpentry, plumbing, painting, and preventive/corrective maintenance.

General responsibilities will include but are not limited to:

- Furniture setup and moving
- Storing and replenishing supplies
- Perform preventative maintenance to ensure optimal operating conditions of equipment
- Familiarity with all facilities and building layouts
- Plumbing - drain cleaning, flush valve maintenance
- Electrical - basic wiring, changing ballasts and/or light bulbs, replace outlets
- Landscaping/grounds maintenance - mowing, operation and maintenance of mowing and trimming equipment
- Trimming and raking - prune trees and shrubs, maintenance of landscape beds, fertilizing, and mulching
- Pesticide applications - spray for bees, change bait and clean-out stations, weed control
- Snow plow, shovel and salt as needed
- Travel to and from various locations
- Provides back up to the Facilities Manager including: access control system administration, energy management system adjustments, day to day work of the department
- Supports team members, vendors and contractors performing building maintenance, landscaping, and janitorial work as needed
- Works with Facilities Manager on coordinating vendors, suppliers and renovation projects
- Assists in identification of maintenance issues and responds as directed by Facilities Manager to ad-hoc mechanical requests

Requirements:

- Experience in office cleaning and maintenance
- Experience with power cleaning and grounds maintenance equipment
- Working knowledge of computer programs and Microsoft Office
- Ability to communicate in English
- Ability to drive to work sites and clean driving record
- Ability to work independently
- Ability to be on call and work weekends (if needed)



Physical requirements:

- Unassisted lifting up to 50 pounds
- Bending
- Walking
- Kneeling
- Pushing/pulling
- Digging/shoveling
- Able to work on step ladders or extension ladders
- Wear all PPE as required

Preferred skills:

- Mechanical aptitude; plumbing, electrical, carpentry, drywall, painting, etc.
- Knowledge of hand and power tools
- Experience with Lock out/Tag out procedures
- Mechanical skills to maintain equipment

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