



## **Facilities and Grounds Technician Salina, KS**

**Department:** Administration

**Status:** Non-exempt, Full-time, 40 hours per week

**Reports to:** Director of Administration

### **Purpose**

The facilities and grounds technician ensures a clean, safe, orderly, attractive, and well-maintained appeal to The Land Institute's properties. The Land Institute has become an international hub for perennial agriculture research with an increase in tours, conferences, and collaborators. Ensuring our campus is functional for research and aesthetically pleasing for staff and visitors is vital to accomplishing our research and education mission.

### **Job Duties**

#### **Facilities**

- Follow maintenance schedules of all buildings and related equipment. Monitor all building equipment and ensure operation with minimal downtime.
- Perform basic mechanical repairs to equipment and buildings. Advanced mechanical skills and ability to troubleshoot systems are a plus.
- Set up and tear down for special events: staff meetings, conferences, Prairie Festival, and other small special events throughout the year.
- As supplement to a hired cleaning service perform cleaning tasks such as dusting, vacuuming, cleaning restrooms and kitchens, office spaces, and similar tasks on a regular basis.
- Restock disposable items in restrooms and kitchen areas.
- Collect and monitor trash for each building on a weekly basis.
- Monitor recycling area and sort into appropriate bins. Take to recycling center as needed.
- Work as a cross-functional team member performing research, greenhouse, grounds, maintenance, custodial, and similar duties as assigned.
- Assist in the physical set up of our major annual on-site public event, Prairie Festival.
- Assist research staff with the special projects such as erecting hoop houses, making complementary parts to existing equipment, and similar tasks.
- Work with contractors on equipment repairs and special projects.
- Other duties as assigned.



## **Grounds**

- Control rats, mice, gophers, and perform other pest removal as assigned.
- Prevent erosion on grounds by working with supervisor and other staff members to formulate a proactive plan for seeding or grading of potential problem areas.
- Prune and maintain landscaping beds, shrubs, and trees. Remove broken limbs or other debris caused by storm damage. Evaluate landscaping needs and provide suggestions.
- Maintain buildings and grounds in a clean, safe, and orderly manner: mowing, trimming, weeding, removing debris from walkways, culverts, stairways, roadways, planters, building equipment, and parking areas.
- Perform snow removal duties, clearing snow by 8:00 a.m. M-F as needed.
- Communicate with staff mechanic about needed repairs and maintenance on all portable equipment that is used: chainsaw, mower, vehicle, blower, trimmer, and other small equipment.
- Other duties as assigned.

## **Job requirements**

- Education/Training
  - High school diploma or general education degree (GED).
  - One year or more of related work experience.
- Other Requirements - These requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
  - Good communication skills, both oral and written form.
  - Establish and maintain cooperative and effective relationships with those contacted in the course of work assignments. Promote teamwork and a positive atmosphere.
  - Ability to follow oral and written instructions.
  - Ability to work with minimal supervision and complete tasks in a timely manner.
  - Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and mission.
  - Perform a variety of activities including climbing ladders, bending, kneeling, reaching, standing, operating equipment, working on uneven terrain, and lifting for long periods of time.
  - Ability to lift 50 lbs., carry tools, equipment, and materials to and from the work area.
  - Maintain a clean and organized work environment at all times.
  - Goal-orientated with a passion for achieving quality outcomes on the first attempt.
  - Ability and willingness to work in various weather conditions for long periods of time.



- Monitor current systems looking for ways to improve and promote quality.
- Ability to operate equipment: tractor, man lift, tillers, power rake, overseeder, mowers, and other landscaping equipment.
- Ability to operate basic construction tools and prefer an understanding of multiple trades such as plumbing, electrical, HVAC, carpentry, concrete, painting, and the like.
- Ability to multitask and meet deadlines; prioritize and plan work activities efficiently.
- Consistently at work and on time; ensure that work responsibilities are covered when absent; notify supervisor when absent.
- Willingness to work additional or special hours from time to time when equipment breaks down, special events, or other special circumstances require.
- Proactive and preventative mindset regarding maintenance, landscaping, erosion control, pest control, weed control, and the like.
- Observe safety and security procedures; use equipment and materials properly.
- No supervisory requirements.
- Possess a current state issued driver's license.