Position Announcement

Facilities Maintenance Specialist

Milwaukee’s Urban Ecology Center has captured the attention of leaders in cities across the country. The Center’s model of environmental education centered on activating urban public natural areas has led to reduced crime, protected and improved urban natural areas, higher property values and academic achievement for students. Located in vibrant public green spaces, our fast-growing organization serves over 200,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in creative, high-energy open offices in state-of-the-art green facilities. The Urban Ecology Center is a leader in workplace flexibility and one of the Milwaukee Journal Sentinel’s “Top Workplaces”. The Urban Ecology Center’s facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

Position Summary:
The primary role of this part time 28 hour a week hands-on position is to support the mission of the Urban Ecology Center by ensuring that all branch buildings, grounds, and vehicles are well maintained and hospitable. The position works with the Facilities department to execute preventative maintenance, repairs and upgrades of all Urban Ecology Center properties, ensuring work is properly documented and accurate records are kept. Under the supervision of the Facilities Manager, this position works with the Facilities department staff, Branch Managers, other staff departments as well as volunteers, service learners, and others to achieve their goals. The Facilities Maintenance Specialist is responsible for the effective, cost-efficient and timely management of facilities functions in the most environmentally sensitive manner. The position will assist with daily operations of the Center as needed, directed by the Facilities and Branch Managers.

Knowledge, Skills, and Responsibilities:

Education/Training: High School Diploma, GED and/or equivalent job experience. Relevant job experience in a similar field strongly encouraged. Associate’s degree in a technical field is preferred.

Experience: 2-5 years of experience in maintenance position and/or custodial experience. Willingness to learn new skills as needed.

Skills and Abilities:
- Self-directed, reliable and motivated
- Ability to receive instructions, follow through with work, and report back to necessary parties.
- Ability to work in a team and independently, staying on task.
- Ability to determine priorities and utilize time management skills.
- Good problem solving skills, willingness to seek out additional assistance as needed and provide attention to detail.
- Ability to train, motivate, mentor and supervise others as needed.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

We are an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, gender identity, national or ethnic origin and any other protected status.
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- Participate in Emergency Response team actions and handle crisis situations in a calm, direct manner
- Familiarity with local codes and OSHA standards.
- Participate in Safety Committee meetings, implement safety measures, and participate in safety trainings as needed.
- Valid driver’s license, clean driving record and ability to be insured under Urban Ecology Center insurance policy. Personal vehicle desirable for inter branch travel, but not required.
- Good communication skills and the ability to interact well with supervisor, staff, contractors, and volunteers
- Flexibility in work location and schedule
- Mechanical aptitude and troubleshooting skills
- Plumbing, HVAC, electrical, fabrication skills; experienced with the use and care of hand and power tools; experienced repairing and maintaining vehicles and small engines
- Ability to identify and respond to urgent needs as they arise
- Ability to work with supervisor, co-workers, the public and others in a professional manner
- Computer skills including Microsoft Office products, management software, work order, and project management software.
- Desire to share and uphold the Urban Ecology Center’s Mission and guiding lenses.

**Working Conditions:**

*Job Conditions/Work Location:* Work inside and outside at all branch locations occasionally other locations to assist with projects or to fill in during absences.

*Physical Requirements:* Endurance to work in varying conditions, ability to be on your feet throughout the day, lift heavy objects safely and properly; safely use hand and power tools and equipment. Must be able to lift objects up to 50 pounds.

*Equipment Used:* Pickup truck with plow, snow blower, lawnmower, chainsaw, trimmer, power tools, hand tools and other equipment.

*Supervisory Responsibilities:* volunteers, service groups, and interns.

*Emergency Responsibilities:* It may be necessary to respond to emergency situations, including but not limited to fire monitoring and security system alarms. Other building emergency such as mechanical problems, weather related incidents, vandalism, may occur. It is expected that this position respond accordingly to such instances, including during non-work hours.
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How to Apply: To complete an online application, be prepared to attach 1) a cover letter, 2) three references and 3) a resume. You may also visit https://urbanecologycenter.org/get-involved/jobs-and-internships.html for an online application. Be prepared to attach in Microsoft Word or PDF: 1) a cover letter, and 2) a resume.

For further information about the position, please contact Chris Binder, Facilities Manager at (414) 964-8505 x150 or cbinder@urbanecologycenter.org.

For further information about the application and hiring process, please contact Tushunda Wright at (414) 964-8505 x159 or twright@urbanecologycenter.org

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