



NOLS WILDERNESS MEDICINE  
NC OFFICE OF EMS  
LEAVE NO TRACE CENTER FOR OUTDOOR ETHICS  
AMERICAN CANOE ASSOCIATION  
STARFISH AQUATICS INSTITUTE  
AMERICAN SAFETY & HEALTH INSTITUTE

PO Box 1888  
CULLOWHEE, NC 28723  
TEL 828.293.5384  
FAX 828.293.8600  
[WWW.LANDMARKLEARNING.ORG](http://WWW.LANDMARKLEARNING.ORG)

### **Facility Manager - Job Description 2019**

The Facility Manager (FM) is responsible for maintaining 2 campuses on 40+ acres of steep mountain topography. The FM is an integral member of the Support Staff and reports directly to the Executive Director. Landmark Learning participates in E-Verify and is an equal opportunity employer.

Send your resume and 3 references to Justin Padgett, Executive Director: [jsp@landmarklearning.org](mailto:jsp@landmarklearning.org) or PO Box 1888, Cullowhee NC 28723

### **Pay and Benefits**

Hourly living wage at a rate of \$13.65.00-15.00/hour at a maximum of 35-40 hours per week, 8am-4pm each day. Occasionally some scheduled early starts or late end times and Sunday afternoon work  
Access to Landmark Learning professional purchases and course enrollment discounts  
Access to group health insurance after 90 days of employment

### **Responsibilities**

- Repair and maintenance of equipment
- Facility and grounds
  - Trail maintenance and repair – monitor for repairs and hardening
  - Parking lot maintenance and repair
  - General building cleaning and maintenance (Student housing, Class, Storage)
  - Water system monitoring and maintenance
  - Water run off and culvert management, road work and maintenance
  - Basic maintenance and repair of Landmark Learning vehicles and facility equipment
  - Lawn and grounds management/maintenance of associated equipment mowing, weed-eating and leaf management
  - Plant care and landscaping projects
  - Inventory of student amenities (coffee, tea, towels, etc)
- Ordering, inventory and storage of cleaning materials and paper stock (t-paper, etc)
- Pleasant interactions with students and faculty

### **Preferred Experience and Competencies**

- Background check and drivers license in good standing
- Flexible nature suited to a dynamic industry and work environment with a desire to become an integral part of our community
- Punctual arrival at work
- Professional appearance, pride in self and work accomplishments
- Prompt follow up on work actions for task completion
- Effective communicator for work scheduling and project management
- Organizational and planning skills to manage shipping, tracking and receiving
- Skilled at landscaping and grounds management
- Basic mechanic skills for servicing maintenance vehicles
- Basic plumbing and electrical skills
- Ability to perform small engine repair and maintenance
- Manages daily ongoing maintenance tasks, current projects and long term project plans

The Learning Specialists for the Outdoor Community

~ Since 1996 ~