



**Position Title:            Operations Technician (Full-Time Position)**

**Position Description:**

We are seeking a reliable individual that will primarily be responsible for custodial type tasks for our new 26,000 square foot Ocean EcoCenter building and visitor center in order to support daily operations and special events. The schedule is Wednesday - Sunday, full-time with exceptional benefits and work environment. This position is also responsible for working as part of the Operations and Maintenance department to provide general operations and maintenance of all facilities and systems including nature trails, buildings, exhibits, signs, displays, cleaning structures and grounds upkeep. Responsible for minor repairs to facilities and equipment.

**Position Responsibilities:**

1.    Clean restrooms, mop floors, power washing, dust exhibits, general cleaning, maintain supplies.
2.    Maintain clean and safe areas including storage of all materials, equipment and supplies.
3.    Maintain adequate supplies for routine maintenance and repair.
4.    Assist with keeping a good appearance to all landscape and grounds including mowing grass, weeding and cultivating landscape around buildings and facilities.
5.    Perform routine preventive maintenance on equipment, facilities and buildings including changing filters, periodic running of generators and painting exposed exterior and interior surfaces. Perform routine waste disposal including trash and recycle waste.
6.    Perform minor repairs to broken or damaged equipment, buildings, facilities including exhibits and nature trails. Perform daily surveys of nature trails and repair and maintain all trails for safe visitor passage.
7.    Supervises and works alongside volunteers engaged in maintenance, repair and operations work.
8.    Ability to expedite daily work without error
9.    Ability to be flexible on priority work tasks and available after hours on occasion.
10.  Perform other tasks as assigned by the Operations Manager

**Qualifications:**

Minimum high school degree and 2 years experience in operations and maintenance. Basic plumbing and carpentry knowledge required. Able to lift 50 pounds and operate vehicles, equipment and machinery. *Able to work effectively outdoors in hot and humid weather conditions.* Valid Florida driver's license required.

To apply, please send Employment Application, Resume and Letter of Intent to Shaun Jackson at [sjackson@floridaocean.org](mailto:sjackson@floridaocean.org)

12-20-21