



TITLE: Facilities Maintenance Manager

FLSA: Exempt

I. ORGANIZATION AND POSITION SUMMARY:

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Phase 1 opens in the summer of 2021 and includes Waterloo Park and the Moody Amphitheater. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

WGC is seeking a motivated and experienced Facilities Maintenance Manager (FMM). This will be a key position in the management and upkeep of property and assets managed by Waterloo Greenway, including the onsite Moody Amphitheater.

Reporting to WGC's Director of Park Operations (DPO), the qualified individual will have a minimum of 4 years' experience in facilities and equipment maintenance, inspection and repair. Applicants should be "hands on," well organized, knowledgeable of buildings and mechanical systems, have a positive work ethic, and be able to conduct themselves professionally as a representative of WGC. This position is critical to developing and maintaining excellent operational standards for WGC and ensuring an exceptional visitor experience in the park.

II. ESSENTIAL FUNCTIONS:

- Complete work orders and daily tasks as assigned; track time, resources and materials used
- Use tools and supplies needed to inspect and repair life safety systems, electrical and mechanical equipment, locks and security systems, pavement, wood structures, and site furnishings.
- Perform electrical maintenance such as replacement or repair of fixtures, wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballasts,



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sockets, fuses, and minor appliances, using appropriate hand, power and specialty tools.

- Perform plumbing maintenance such as replacement or repair of leaks in drains and faucets, unclogging of drains, repairing pipe leaks, repair or replacement of flushometers, HVAC equipment, irrigation lines, trenching and laying new lines.
- Perform minor building and/or masonry repair such as preparing cement, installing patching and finishing cement work, and replacing damaged masonry and pavers.
- Perform carpentry and painting work such as preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.
- Safely operate tools and equipment in compliance with all federal OSHA, state, and local safety requirements, including, but not limited to: trucks, off road vehicles (standard and automatic transmissions), specialized equipment (sweeper/scrubber, boom lift, scissor lift, wheel loader, skid steer loader, etc.), small power equipment (generators, compactors, mixers, drills, saws, torches, pumps, vacuums etc.), hand tools (wrenches, hammers, floats, etc.), hydraulic and pneumatic systems, controls and tools and use proper personal protective equipment (PPE).
- Perform other duties as directed or required commensurate with need and incumbent's level of skill.

III. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work environment is a mix of outdoor and indoor responsibilities, with some office duties. The successful candidate must be able to meet the following requirements:

- Willingness and ability to perform physical labor by lifting objects weighing at least 50 pounds consistently, squatting, bending, etc. are required, both indoors and outdoors in all types of weather.
- Be available to work some holidays, evenings and/or weekends, and "stand-by" work on a predetermined basis or as emergency response.
- Ability to interact with the public in a polite, friendly and informative manner.

IV. QUALIFICATIONS - EDUCATION AND EXPERIENCE:

- High School Diploma or GED and 4 years relevant work experience required.
- Certificates and/or degrees from an accredited technical training institution are preferred.





- Candidates with experience in operations and maintenance of site and building systems are preferred.
- Be proficient in computer use, written and verbal communication and be able to communicate with immediate supervisor and other staff effectively in line with WGC policies and procedures.
- Possess a valid driver's license. Candidates with a CDL are preferred.
- Appreciation for aesthetics and design.

V. COMPENSATION:

Competitive compensation, dependent on experience. Medical, vision, dental and life insurance benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.

VI. TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional reference via email to jobs@waterloogreenway.org.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

