

# CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

## **Position Announcement** **Buildings and Grounds Supervisor**

July 9, 2021

*The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.*

**Under the direction of the Administrative Support Manager, the Buildings and Grounds Supervisor is directly responsible for supervision and scheduling of the Buildings and Grounds team members and for supporting the upkeep and maintenance of Conservancy-operated buildings.**

**This position is at the heart of supporting organization-wide operations. Our work environment and culture are energizing and exceptional, and we invite you to consider being part of something special as we serve our community and our national park!**

### **Position Description, Essential Duties (other duties as assigned):**

Essential duties include:

- Ensure that Conservancy-operated facilities and grounds are well-maintained, with a focus on safety, cleanliness, and functionality, while also aesthetically appropriate.
- Directly supervise and manage Buildings and Grounds team members.
- Create and distribute weekly schedule for Buildings and Grounds team members.
- Responsible to support the upkeep and maintenance of Conservancy-operated buildings and grounds in Cuyahoga Valley National Park (CVNP), in compliance with lease agreements, guidelines and regulations established by the National Park Service (NPS) as well as state and federal regulatory agencies.
- Ensure buildings and grounds work is guided by principles of sustainability.
- Receive and evaluate work requests from Conservancy staff and facilitate completion of requests which may include submitting requests to National Park Service maintenance staff as appropriate, assigning tasks to the Building and Grounds staff (including self), and/or working with outside contractors; track job status and completion for specified facilities occupied by the Conservancy.
- Promote safety of guests and staff, including maintaining first aid and emergency response kits, identifying safety concerns, and responding to facility issues in a timely and appropriate manner.
- Manage utility and facility supply needs for Conservancy-operated building and grounds needs.
- Employee must be able to satisfactorily perform the complete essential duties/functions as outlined in the position's job description.
- Other duties as assigned.

### **Minimum Qualifications:**

- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- 2 years' facilities management, property management, or general contractor experience or equivalent experience required. Supervisory experience preferred.
- High school diploma required. Associates degree in construction management, facilities management, or a related field preferred.
- Knowledge of basic maintenance skills, and the ability to perform them, is preferred.
- Knowledge of various computer software including word processing, Excel, email, and Internet software is required.

- Awareness of and ability to follow accepted safety standards, including National Park Service, state, federal and OSHA specifications is required.
- Must be able to travel to multiple locations throughout CVNP on a daily basis.
- While performing the duties of this job, the employee is often exposed to various outside weather conditions. The employee must be able to regularly go up and down stairs to other offices and to storage areas such as basements and attics. The employee will be required to stand and walk throughout buildings and on the grounds for up to 8 hours. Must be able to lift up to 50 pounds on a daily basis.
- Must be available to work varying shifts Monday-Sunday, as needed to complete the essential functions of the position, including special events as needed.
- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided.
- Employee must have a valid driver's license, evidence of insurability, and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course requirements.
- Reliable transportation is required.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Background checks may be subject to repeat every five (5) years. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and/or an FBI, and fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

**Status/Pay/Benefits:** Full-Time, non-exempt, \$17.00 per hour. Excellent benefits package including medical/dental/vision options, employee life and short/long term disability coverage, a fully vested 403(b) retirement plan, and generous leave time.

**To Apply:** Send cover letter and resume to [apply@forcvnp.org](mailto:apply@forcvnp.org), with the subject line reading Buildings and Grounds Supervisor. This is an immediate opening and posting closes when position is filled.

***The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.***