



## **Plant Management Coordinator, Facilities Job Description**

**Date:** June 2025

**Status:** Non-Exempt

**Reporting Supervisor:** Plant Management Manager, Facilities

### **Position Overview:**

The Plant Management Coordinator, Facilities, is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the Plant Management Manager, Facilities with approval of the Superintendent. Their primary responsibilities will be to assist in achieving the highest professional standards of appearance, safety, and maintenance of all buildings, equipment, vehicles and their support systems.

### **Essential Duties and Responsibilities:**

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion, and belonging.
3. Perform and assist in general maintenance activities, repairs, and improvements for all structures, equipment, vehicles and operating support systems.
4. Assure proper and efficient completion of maintenance activities.
5. Track, monitor and maintain accurate service and repair records, improvements, and restorations.
6. Assist with other facilities maintenance task as necessary including custodial and general cleaning when necessary.
7. Follow maintenance procedures and techniques according to organizational policies and established standards.
8. Assist in research and restoration projects as they develop.
9. Assist in the maintenance and repair of all buildings and grounds, including performing basic facilities such as minor electrical repairs (e.g., replacing outlets, light fixtures), basic plumbing tasks (e.g., fixing leaks, unclogging drains), and painting (e.g., touch-ups, small area repainting).
10. Perform preventative maintenance on all equipment and vehicles, including routine inspections, lubrication, adjustments, and other scheduled maintenance tasks to ensure optimal operation and longevity.
11. Troubleshoot malfunctions and diagnosing issues with buildings, equipment, and vehicles, identifying the root cause of problems efficiently.
12. Perform necessary repairs on buildings, equipment, and vehicles, including replacing worn or damaged parts and completing emergency repairs to minimize downtime and safety hazards.
13. Assist in the installation of new equipment and systems within buildings and for vehicles, ensuring proper setup and functionality.
14. Maintain accurate records of all maintenance and repair work performed, including details of the tasks, parts used, and time spent utilizing maintenance management systems as required.
15. Manage and maintain an organized inventory of spare parts, tools, and supplies, ensuring



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- availability when needed and assisting in the procurement process.
16. Conduct regular safety inspections of buildings, equipment, and vehicles, identifying potential hazards and take corrective actions to ensure compliance with safety regulations.
  17. Operate and maintain various tools and equipment safely and effectively, including hand tools, power tools, diagnostic equipment, and potentially light vehicles or machinery.
  18. Collaborate effectively with other departments and staff to address maintenance needs and ensure minimal disruption to operations.
  19. Respond promptly to maintenance requests and prioritize tasks based on urgency and impact on safety and operations.
  20. Maintain a clean and organized work environment, ensuring tools and equipment are properly stored and work areas are safe.
  21. Stay updated on best practices and safety procedures related to building, equipment, and vehicle maintenance.
  22. On-Call availability is required to respond to urgent needs, staffing issues, or emergencies outside of regular business hours.
  23. Adhere to all Stan Hywet Hall & Gardens policies and procedures.
  24. Perform other duties as assigned by the Plant Management Manager or Superintendent.
  25. Participate in all events as assigned and directed.
  26. Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have a valid Ohio Driver's License.

Knowledge and ability to operate all equipment and tools related to the job.

Basic computer skills and the ability to work in a Windows environment required

Ability to set goals, meet deadlines, and handle multiple projects or tasks.

Maintain careful attention to detail.

Ability to copper sweat, solder, mig weld, arc weld, and braze.

Must have mechanical, painting, plumbing, electrical, and carpentry skills.

### **Education and/or Experience:**

1. A minimum high school diploma, or equivalent.



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2. Additionally, some college or technical instruction in facilities and/or equipment maintenance is recommended.
3. Two years or more experience and working knowledge in these areas a plus.

### **Usual and Customary Expectations:**

1. Should expect to spend his/her time walking, standing or kneeling to facilitate work indoors and outdoors, regardless of inclement weather.
2. Should expect to spend approximately 2 hours a week sitting erect at a desk or computer.
3. Should be able to work from a ladder standing as much 30 feet above the ground.
4. Should expect constant bending, stooping, kneeling and crouching, and requires full extension of arms, and grasping, holding and pulling in all these positions.
5. Should be able to move up to 50 pounds often.
6. Required PPE includes the wearing of rubber gloves when handling, repairing and cleaning equipment exposed to herbicides, fungicides or pesticides regardless of a lesser requirement on the products label.
7. The use of earbuds, headphones or other devices that play sound are not permitted while running equipment such as buses, trucks, utility/golf carts, tractors or mowers.
8. Some non-traditional hours required.

Acknowledgement:

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Employee's Signature

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Date

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Authorized Signature

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Date