



WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601

Now Hiring Headquarters Staff!

Position Title:	Facilities Maintenance
Position Type:	Part-time, up to 20 hours per week
Location:	Myrick Park Center, La Crosse, WI
Benefits:	Dynamic & fun work environment, opportunities for growth
To Apply:	Apply here or email cover letter & résumé to Tammy Schmitz tammy.schmitz@wiscorps.org

Position Overview

WisCorps, Inc. is a 501(c)3 organization headquartered at the Myrick Park Center in La Crosse, WI, that engages youth and young adults in two areas, conservation and environmental education.

Facilities Maintenance staff provides hands-on support to the mission of WisCorps and the Myrick Park Center by ensuring that the building and grounds are welcoming, safe, and functioning properly. Thousands of guests visit the Myrick Park Center (MPC) annually. Proper maintenance and cleaning are instrumental in creating positive experiences that connect our community members to nature and to each other. This is a new position that is being created to help oversee the growing maintenance needs of our building and grounds.

This position is responsible for preventative and routine maintenance as well as cleaning and general upkeep of the MPC. The Facilities Maintenance staff are responsible for the effective, cost-efficient and timely management of facilities functions in the most environmentally sensitive manner. Under the supervision of the MPC Manager, this position works with the MPC team and daily operations to ensure the success of our programs and visitors' experience. Candidates must be hardworking, reliable, self-motivated, and take pride in their work.

Duties and Responsibilities

Facility

- Performs routine and preventative maintenance including repairs pertaining to the building, grounds, and equipment in a prompt and professional manner
- Ensures the building is always exceptionally clean and presentable
- Works with Cleaning Staff as needed and performs cleaning tasks as needed. Fills in for cleaning staff responsibilities on days off or sick days
- Coordinates cleaning and maintenance priorities based on scheduled building usage

- Maintains accurate records of work utilizing existing systems and methods and assists with creation of new methods, as needed
- Considers the environmental impact of all decisions regarding care of the facilities and grounds
- Works with building vendors, contractors, and inspectors, as assigned by the MPC Manager. Maintains records of work and inspections
- Ensures regular preventative maintenance schedule is adhered to
- Performs preventative & environmentally friendly pest control practices
- Maintains cleaning and maintenance tools and supplies
- Responsible for projects including painting, carpet cleaning, scissor lift operation for bi-annual window washing and high-up maintenance.
- Continuously monitors facility to ensure clean and safe conditions
- Supports other departments within the organization as directed by the MPC Manager

Grounds

- Continuously monitors grounds to ensure clean and safe conditions
- Ensures snow removal is done promptly and completely, including monitoring all grounds for winter time safety concerns such as ice and snow. This includes altering the regular work schedule to cover needs as they arise
- Assists with volunteer gardeners needs for their maintenance of the native gardens
- Performs routine outdoor work including weeding, weedwacking, trash removal, leaf blowing, power washing, window washing, and other cleanup

Supervision & Communication

- Works with volunteers, service groups, AmeriCorps members, and others to meet departmental needs
- Manage or work closely with one to multiple AmeriCorps Member positions
- Communicates and coordinates facilities needs and priorities with MPC Manager
- Ensures all work is done following proper safety protocol

Equity, Diversity, and Inclusion

- Be a presence within the organization and community for equity, diversity, and inclusion
- Continually create and support a culture of equity and inclusion at the Myrick Park Center
- Seek to remove barriers to participation and create a safe and welcoming environment for visitors and staff from communities traditionally marginalized in the conservation movement, including, but not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with disabilities

Qualifications

Education

- High school degree or GED certificate or equivalent job experience required
- Associate's degree in technical field preferred

Experience

- Minimum 2-5 years in maintenance position
- Experience with the use and care of hand and power tools
- Supervisory experience a plus for future growth opportunities
- Experience working with volunteers a plus
- Computer skills a plus
- A systems thinker who looks for ways to improve processes and ensure replicability a plus for future growth opportunities

Skills and Abilities

- Highly self-directed, organized, reliable, and detail-oriented
- Ability to work and stay on task in a heavily used, public setting
- Ability to determine priorities and utilize time management skills
- Ability to work a flexible schedule based on building needs
- Meticulous eye for order and cleanliness
- Ability to receive instructions, follow through with work, and report back to necessary parties
- Excellent communication skills, actively seeks to close communication loops
- Willing to learn new skills
- Ability to work independently and in a team setting, staying on task
- Ability to train, motivate, mentor, and supervise others as needed
- Familiarity with local codes, safety practices, and OSHA standards
- Mechanical aptitude and troubleshooting skills
- Participate in safety trainings as needed
- Ability to identify and respond to urgent needs as they arise
- Ability to work with supervisor, co-workers, the public and others in a professional manner
- Active seeker of feedback and understanding of its importance. Willingness to accept constructive criticism
- Demonstrated ability and desire to create and nurture a culture of equity, diversity, and inclusion
- Good driving record and a valid driver's license
- Ability to pass WisCorps and AmeriCorps criminal history check requirements
- Believes in the WisCorps mission and willing to implement WisCorps' policies and procedures

WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability and need to access information in an alternative format or need it translated to another language, please contact us by phone at 608-782-2494, by email at staff@wiscorps.org or Wisconsin Relay 711.