



**POSITION TITLE:** Facilities Specialist  
**DEPARTMENT:** Facilities Maintenance  
**REPORTS TO:** Executive Director

### **POSITION SUMMARY:**

The Facilities Specialist is part of the facilities and maintenance team. The Facilities Specialist takes pride in caring for the Butterfly Wonderland facility to ensure it stays clean, safe, and orderly for our guests. This position requires a warm, friendly, detailed oriented personality that can effectively communicate with internal and external customers.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Daily work closely with Facilities Specialist and Entomologist in the care of the building inclusive of the Conservatory equipment
- Work closely with Facilities Specialist on assisting with general repairs for Butterfly Wonderland and Odysea Laser + Mirror Maze
- Assist Facility Specialist on all repairs as needed – replacing filters in swamp coolers, and air conditioners, repairs to walls from guest interactions
- Cleaning interior building 2 days a week as support to the contractual company – See the daily checklist.
- All washroom rooms – toilets, sinks, and floors washed, and rooms made odor free. Each morning before 9 at Butterfly Wonderland.
- Maintain daily all equipment in washrooms and review if working correctly – toilets sinks – report to facilities if need repair or replacement.
- Handyman duties throughout the building – touch up paint on walls, repair furniture as needed for bolts, scrapes, tears
- Report all nonfunctioning equipment directly to Facility Maintenance for assistance in repair or replacement.
- Maintain that all areas (retail, admissions, café, guest relations team in all areas, lunchroom, party room, emergence gallery, exit vestibules, and labs as per Director of Curatorial direction) are equipped each day with Kleenex, sanitizer for hands for guests as well staff member, sanitizing wipes.
- Maintain the lunchroom and all equipment, the time clock is wiped down with sanitizer.
- Weekly/Monthly or as needed present order of supplies for approval to Facilities Specialist.
- See Facility Specialist for the mixing and maintaining cleaning agents.
- Be actively involved in organizing and maintaining supply closets.
- Review daily the trash levels in the café
- All other duties assigned



## **REQUIRED EXPERIENCE:**

- High school diploma or equivalent and 1-year previous housekeeping experience required.
- Friendly, outgoing, and proactive approach.
- Ability to learn and perform all janitorial responsibilities.
- Ability to work as a member of a team.
- Ability to work a variety of shifts including weekends, evenings, and holidays.
- Ability to lift a minimum of 30 lbs
- Ability to work with general tools for repairs of basic equipment
- Ability to work with paints

## **PHYSICAL AND MEDICAL REQUIREMENTS:**

- Ability to work a flexible schedule which may include evenings and/or weekends and holidays.
- Successful completion of all pre-employment screening.
- No history of allergy related to animals or plants, which might interfere with ability to work.
- Employee must be able to occasionally lift, move, carry, push, or pull up to 50lbs.
- Ability to stand and walk for long periods of time.
- Ability to use hands to handle or feel; and reach with hands and arms.
- Ability to balance, stoop, kneel, crouch, climb stairs, or crawl.
- Required to frequently talk and hear.
- No impairment of sight, smell, hearing, touch, balance, and agility of movement which might interfere with ability to work.
- Must be able to take directional cues directly or indirectly.
- Ability to work in an environment that may be loud at times.
- Ability to work in all weather conditions, including occasional extreme hot or cold, and wet and/or humid conditions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to communicate and relate well to all ages of general public and with co-workers.
- Ability to perceive and respond to verbal and visual direction, as well as surrounding environment.
- Ability to work flexible hours to include weekends and holidays.
- Ability to work as part of a team in a constantly changing environment, as well as individually, with minimum supervision.



**Must exemplify core fundamentals of the Employee Promise, which states:**

- I am empowered to take ownership of any opportunity to exceed expectations.
- I anticipate guests' needs and pay attention to the details.
- I treat all internal and external customers with respect.
- I am on stage! (Smile)
- I have an attitude of gratitude.
- I get it right the first time.
- I display actions that are moral and ethical.
- I always provide alternative solutions.
- I am committed to learning every aspect of our products and services.
- I use the 10/5 rule, 10 feet I acknowledge my guest's presence with a smile, and at 5 feet. I greet them with a courteous word.
- I use name recognition at every opportunity.
- I take personal responsibility for our surroundings.
- I am accountable for my tools and resources.
- I value the contribution of every team member.

**Signature**

This job description has been approved by all levels of management:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_