

The Conservation Society Of San Antonio

**JOB DESCRIPTION**

**JOB TITLE:** Maintenance Operations Coordinator

*Incumbent:* Pending

**Supervisor:** Properties Restoration Manager, NIOSA Director of Operations, NIOSA Chair

**Evaluated By:** Executive Director

**JOB SUMMARY**

Works with Properties Restoration team to maintain Society and Foundation properties, coordinate material and staging of all Society events including the annual fundraising event A Night In Old San Antonio®. Maintains inventory of Society property, equipment and fixtures. Assists Properties Restoration Manager with maintenance and capital projects.

**JOB REQUIREMENTS**

1. High school diploma or GED required. Five years of experience in event staging and materials conveyance or any equivalent combination of experience.
2. Possess and maintain a valid Class B driver's license issued by the Texas Department of Motor Vehicles.
3. Complete and maintain a Forklift Operator/ Instructor Certification as well as Safety and Hazard certifications as defined by the Occupational and Health Safety Administration (OSHA)
4. Must be bilingual, speaking Spanish and English fluently.

**PREFERRED QUALIFICATIONS**

1. Ability to direct seasonal employees and volunteers to pick, pull, deliver, and assemble materials for events.
2. Have organizational and logistical skills and be able to provide an inventory report of items stored at the warehouse.
3. Able to do carpentry, metalwork, electrical and plumbing work and operate power tools safely.
4. Must be able to work with volunteers and maintain a pleasant demeanor while performing in a sometimes highly active and at times stressful environment.

**JOB DUTIES**

1. Have knowledge of warehouse inventory and assists in warehouse operations including proper storage, care and maintenance of Society and Foundation property.
2. Coordinate with NIOSA Director of Operations the workflow of Warehouse.

3. Purchase materials needed to complete projects for the Society and the Foundation including the A Night in Old San Antonio®.
4. Maintain warehouse inventory and invoice records. Directs and manages staging order and coordinate transportation of NIOSA equipment to and from the NIOSA site.
5. Work with Properties Restoration staff to maintain properties and coordinate movement of materials, furnishings, and supplies within and without Society and Foundation properties.
6. Have thorough knowledge and perform maintenance on Society and Foundation property and equipment as directed.
7. Responsible for hiring and supervising seasonal workers as needed.
8. Ensures safety-related training to all warehouse employees and seasonal temporary workers. Performs equipment maintenance to reduce accidents and injuries of employees and seasonal temporary workers in accordance with OSHA regulations. Insures all employees and seasonal temporary workers attend regular talks and meetings regarding safety procedures.
9. Train seasonal temporary workers in proper forklift use and safety in accordance with OSHA regulations.
10. Wears PPE (personal protective equipment) as required by the work environment and/or governmental regulations. Ensure all warehouse employees and seasonal temporary workers wear PPE.
11. Oversee maintenance and safety of warehouse vehicles, trailers, and all shop equipment.
12. Develops and maintains a notebook with standard operating procedures for the position of Maintenance Operations Coordinator.
13. Must be flexible and perform other duties as required by Supervisor.
14. Additional hours over the regular 35-hour work week may be required for special events and projects. (See note) Schedules subject to change. Note: Average work week is 35 hours. Additional hours up to 40 will be paid at regular rate. Overtime begins after 40 hours/ week.

### **PHYSICAL FACTORS**

1. Physically able to lift 50 to 100 pounds
2. Regularly required to stand, walk, balance, stoop, bend, kneel and climb ladders.
3. Occasional work in outdoor weather conditions

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**JOB DESCRIPTION EFFECTIVE:** July 21, 2022