JOB TITLE: Properties Preservation Assistant/ Logistics Coordinator

Incumbent: Pending
Supervisor: Preservation Specialist/ Properties Manager
Evaluated by: Preservation Specialist/ Properties Manager

JOB SUMMARY
General maintenance and supply of all San Antonio Conservation Society/ Conservation Society Foundation properties (Properties). Assists Preservation Specialist/ Properties Manager and provides courier service as required

REQUISITE SKILLS
1. Maintains supplies and access to all Properties
2. Capable of operating and maintaining the equipment required for the job.
3. General carpentry and repair skills
4. Must be able to work with volunteers and maintain a pleasant demeanor.

JOB DUTIES
1. Oversees day to day maintenance of all Properties. Including but not limited to HVAC, plumbing, electrical, landscaping, site work, housekeeping, general building maintenance, etc central supply and purchases, maintains, distributes cleaning, maintenance and courtesy supplies required for the Properties.
2. Supplements, as needed, maintenance/housekeeping/landscaping contracts at all Properties.
3. Provides assistance as needed for preparing for meetings and special events.
4. Provides response to the alarm monitoring systems at all Properties.
5. Performs minor repairs including light carpentry and equipment maintenance to all building systems located within the Properties.
6. Oversees all safety, security, and accessibility issues at all the Properties.
7. Provides primary landscape and site maintenance at the Gresser House and 102 Navarro
8. Maintains the Society vehicles located at the Wulff House
9. Must be flexible and perform other duties as required
10. Meets with contractors and vendors to obtain quotes and oversees maintenance projects
11. Maintains maintenance logs for all Properties with the exception of the Warehouse.
12. Assists Properties Restoration Manager with projects, committees, and events as needed.

PHYSICAL FACTORS AND REQUIREMENTS
1. Physically able to lift 50 pounds
2. Frequent bending, kneeling, and reaching
3. Occasionally climbs ladders
4. Possesses and maintains a valid Class C driver’s license issued by the Texas Department of Motor Vehicles.

JOB DESCRIPTION EFFECTIVE: August 10, 2023
CLASSIFICATION: Non-Exempt, full time hourly

Approved by: Kathy Krnavek, President
The Conservation Society of San Antonio