

The Conservation Society of San Antonio
JOB DESCRIPTION

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. Maintains the Society vehicles located at the Courand House.
8. Provides shuttle/ courier services as needed.
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: July 18, 2024

ANNIVERSARY DATE:

CLASSIFICATION: Non-Exempt, full time hourly

Approved by: _____

Lewis Vetter, President
The Conservation Society of San Antonio