



**POSITION TITLE:** Facility Maintenance Assistant Manager

**LEVEL:** Hourly, Non-exempt

**REPORTS TO:** Facility Maintenance Manager

**SKILLS:**

- Excellent communication, organizational, and leadership skills.
- Ability to assist and act in a supporting capacity to Maintenance Manager
- Enjoy working with and supervising people.
- Must be task and goal-oriented.

**SPECIALIZED TRAINING REQUIREMENTS:**

- *Preferred but no required:* Minimum 2-year management, facility maintenance, grounds maintenance and horticulture experience.
- Knowledge of small engine mechanics (weed eaters, lawn mowers, etc..).
- Ability to render and interpret documents such as work orders, preventative maintenance programs and time sheets.
- Must possess a valid drivers license and pass NCDMV records check.

**EDUCATION REQUIREMENTS:**

- High school diploma or GED

**AGE RESTRICTIONS:**

- Must be at least 21 years of age.

**SAFETY AND HEALTH REQUIREMENTS:**

- Must be able to stand and walk for extended periods of time.
- Must be able to lift at least 50 lbs.
- Responsible for personal health and safety.
- Must adhere to Park-wide 20mph speed limit. (2mph thru front gate).
- Follow all GMSF safety and first aid guidelines.

**GENERAL ACCOUNTABILITIES:**

- Must abide by all Park policies and procedures.
- Must attend all required Park functions, events, classes, meetings, and workshops.
- Must demonstrate pride in the Park, its brand, mission, and core values.
- Must possess multi-tasking abilities, and be task-oriented.
- Must have high personal and professional integrity.

**PRINCIPLE ACCOUNTABILITIES:**

- Work with Maintenance Manager and other Park staff, filling in when Manager is absent.
- Operates maintenance equipment (lawn mowers, weed eaters, chainsaws, tractor, etc.) with a "safety first" approach for yourself, co-workers, and guests.
- Assign maintenance employees to tasks and follow through with inspection when complete.
- Must be willing to complete all tasks assigned by the Maintenance Manager.
- Must be attentive to Park Maintenance issues that have been reported, as well as, look for possible issues and remedy them promptly.

Fill out the General Application with the following link and remember to attach your resume and cover letter:  
GMSF Application