



# Facility Manager

Job posted: February 27<sup>th</sup>, 2023

Complete the on-line application *and* submit your resume to:  
[justin@lostrivercave.org](mailto:justin@lostrivercave.org)

## SUMMARY

Lost River Cave's Property Management Department oversees the maintenance needs for all buildings, equipment, tour boats, and natural areas of the 72-acre park. The property manager directs and works alongside a maintenance crew of 2-3 individuals to ensure that guests experience a clean and safe environment while at the park. This individual must have an interest in working outdoors year-round. This is a year-round, full-time employment position.

## LOST RIVER CAVE VISION AND MISSION:

The vision of the Friends of Lost River, Inc. is that citizens of all ages in south central Kentucky learn to appreciate the region's natural environments and cultural heritage of Kentucky's Cave Country and become a network of stewards who advocate for the preservation of the environment and the cultural history.

The mission of the Friends of Lost River Cave is to educate and enrich lives through connections with nature. Lost River Cave provides outdoor experiences that nurture a connection to nature, creates stewards of the Karst environment, and fosters an appreciation of Lost River Cave's cultural history and geological significance.

## DUTIES:

- Manage 2-3 maintenance staff
- Delegate and work side-by-side as a team member on projects
- Oversee and ensure the timely and safe completion of park projects
- Rotating weekends are required during peak season; occasional night shifts are needed for work that cannot be completed during business hours or events
- Hire and train maintenance staff
- Responsible for on-call removal of boats due to flooding day or night
- Inspect the park daily to identify any maintenance issues or safety hazards
- Support all aspects of the boat tour operation: clear tour areas of safety hazards; open the cave daily; ensure boats are ready for service and maintain water levels; inspect, maintain, and make repairs to the tour boat fleet; make minor repairs to the cave lighting systems
- Responsible for the overall look of the park, including landscaping, litter control, and seasonal decorations
- Responsible for the upkeep of all buildings and systems on the property

- Works with the rental department to ensure rental venue(s) are functional and ready for use
- Responsible for the operational state, repair, and annual equipment service of golf carts, utility vehicles, tractors, various lawn equipment, etc.
- Forecast future repair/replacement and prepare a budget for the calendar year
- Obtain and maintain pesticide certification and oversee the application of herbicides throughout the year in all areas of the park. Responsible for recordkeeping and ensuring that all applications are made in accordance with state and federal law
- Assist with planning, preparation, day-of implementation, and tear down of all events held by the park
- Oversee the year-round management of natural areas, including the wetlands and prairie.

#### **REQUIREMENTS/QUALIFICATIONS:**

- Must possess a strong knowledge of line and low-voltage electrical systems
- Carpentry/construction knowledge and the ability to demonstrate safe operation of power tools
- Strong mechanical aptitude with the ability to troubleshoot, diagnose, and repair equipment and operating systems found in the park
- Willing to obtain credentials needed for herbicide application
- Knowledge of the safe operation of tractors, chainsaws, and other power equipment
- Excellent written and verbal communication skills; high energy and enthusiasm for completing tasks; and the ability to handle multiple tasks and meet deadlines
- Ability to adhere to standard operating policies and procedures and to work in a dependable and professional manner
- Punctuality and adaptability with availability during weekends and on major holidays.
- Attention to detail with a self-motivated ability to multitask

#### **WORK ENVIRONMENT:**

The physical demands described here represent those that must be met by the staff to successfully perform the essential functions of this job. Work is performed in outdoor areas resulting in exposure to extreme temperatures, rain, snow, wind, and direct sunlight.

- Frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, bend, etc.
- Routinely lift and move 75-100 pounds
- Ability to be in enclosed and low light situations, like the cave, for an extended period
- Work at height from a ladder or scaffold

**BENEFITS:**

- Yearly salary
- Paid Vacation
- Insurance
- Retirement
- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

**JOB TYPE:** Full-time

**PAY:** From \$51,000.00 per year

**EXPERIENCE LEVEL:**

- 2 years

**SCHEDULE:**

- 8-hour shift
- Night shift
- On-call
- Weekend availability