

## **The Carolina Horse Park has a position opening for a Facilities and Maintenance Coordinator.**

### **Key Responsibilities:**

1. Repairing and maintaining mechanical equipment, equestrian sport ground and overall maintenance of the CHP facility.
2. Ensuring land management, plumbing, electrical and general upkeep of the facility.
3. Conducting routine inspections of the premises and signage.
4. Handling basic repairs and maintenance.
5. Working with contractors when professional repairs are necessary.
6. Proactively managing mechanical issues and required corrections.
7. Reporting machinery, equipment or grounds issues as they arise.

### **Job Requirements:**

- 3- 5 years of proven grounds and equipment maintenance experience
- High school diploma or general education degree (GED)
- Skilled in the use of heavy equipment and power tools
- Ability to understand repair manuals and parts catalogs as necessary
- Deep experience in performing key maintenance responsibilities
- Strong organizational and follow up skills
- An eye for detail
- Professional presentation and attitude
- Ability to maintain focus while working individually
- Strong time management skills
- Outstanding professional references

Position reports to CHP Program Director. Salary based on experience. Contact Jane Murray at [jwmurray799@gmail.com](mailto:jwmurray799@gmail.com).