



Facilities and Maintenance Coordinator

Responsibilities

- Handling basic repairs and maintenance while conducting routine inspections
- Working with contractors when professional repairs are necessary
- Reporting machinery, equipment, or grounds issues as they arise
- Performing other related duties as assigned
- Position reports to CHP Facilities Director

Requirements

- 2- 5 years of proven grounds and equipment maintenance experience
- High school diploma or general education degree (GED)

Preferred Skills

- Skilled in the use of tractors/mowers and power tools
- Basic knowledge of painting, construction, carpentry, grounds maintenance.
- Ability to understand repair manuals and parts catalogs, as necessary
- Strong organizational, time management and follow up skills
- Professionalism and attention to detail

Physical Requirements

- Ability to stand, walk, stoop, kneel, crouch periodically for prolonged periods of time; visual acuity to operate equipment, and read materials for prolonged periods of time.

Benefits

- Flexible work schedule

Contact Irina@carolinahorsepark.com with resume/questions. Thank you!