

Grounds and Facilities Coordinator

Summary

Under the direction of the Grounds and Facilities Manager, the Grounds and Facilities Coordinator is responsible for assisting with the day-to-day upkeep of the John F. Wolfe Columbus Commons, a park located at 160 S. High Street in Downtown Columbus, Ohio. The position includes communication with co-workers, contractors, and public patrons professionally and courteously. Work hours may consist of extended and working outside of regularly assigned hours to accommodate variable duties.

Duties

- Support grounds operations. This includes landscaping, maintenance projects, equipment operations/mechanical upkeep and other responsibilities as assigned. Landscaping duties may include planting, mulching, mowing, sod installation, turf cultural/mechanical/biological practices, fertility both liquid and granular, preforming and creating and integrated pest management plan. Record keeping of pesticide/fertility logs in compliance of ODA laws and regulations.
- Support facility operations. Facility projects include, painting, restroom cleaning, debris pickup, monitoring of park trash, minor carpentry, and other facility maintenance including carousel maintenance and minor park electrical work.
- Assist with event operations on an as-needed basis. Event support includes tent, fence, and similar equipment setup and tear down, and working long hours during events, Including some weekends.
- Assist with park snow/ice removal in the winter months, while also assisting with the holiday lights installation and removal.
- Supervise part-time/seasonal staff and coordinate daily tasks in conjunction the Grounds and Facilities Manager and Production Manager.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by their immediate supervisor and other management as required.

Qualifications

- Punctuality, effective communication, and leadership are integral to the success
- At least two years of post-secondary education or equivalent training is preferred
- A minimum of two years of experience working in one or more of the following areas—landscaping, construction, sports field management or facility maintenance.
- Applicants with no prior landscaping experience will not be considered for this position
- Demonstrated excellent customer service skills

Requirements

- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to secure certification as a Forklift Operator; certification training provided
- Ability to secure certification as an Aerial Lift Operator; certification training provided
- Basic electrical, plumbing, irrigation, and HVAC system knowledge, including interpreting construction drawings and diagrams
- Work outdoors for long hours in various seasonal weather conditions
- Ability to use hand and power tools as required
- Have a valid driver's license
- Ability to pass pre-employment screenings

Compensation and Benefits

This position is an hourly position with the starting hourly rate at \$23.10, with a comprehensive benefits package and free parking.

COVID-19 considerations

CDDC/Capitol South follows the recommendations of the Centers for Disease Control (CDC) regarding COVID-19 vaccinations. Employees must provide COVID-19 fully vaccination record, including boosters as recommended by the CDC, or commit to being willing to become fully vaccinated upon hiring according to the federal guidelines.

How to Apply

Please email a cover letter and resume, including three references, to humanresources@downtowncolumbus.com with "Grounds and Facilities Coordinator" listed in the subject line.

About Columbus Commons

Set within the scenic Downtown skyline, Columbus Commons is more than just a six-acre park. It is a gathering space for Central Ohio, a backyard for Downtown residents, and an attraction for people of all ages. With over 200 free events each year, there is something for everyone.

The 2011 debut of the Columbus Commons launched the beginning of a new era in Downtown Columbus, sparking the development of the RiverSouth neighborhood of Downtown Columbus that catalyzed almost \$400 million in private development.

Under the direction of Capitol South Community Urban Redevelopment Corporation, Columbus Commons has developed into an award-winning event venue and public green space.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.