



## Job Description

<b>Job Title: Maintenance and Facilities Associate</b>	<b>Reports to: Lead Maintenance and Facilities/Caretaker</b>
<b>FLSA Status: Non-Exempt</b>	<b>Aligned Executive: President &amp; CEO</b>
<b>Kīpuka: Kona</b>	<b>Department: 'Āina</b>

### **Job Purpose**

Repairs and maintains facilities and landscaped grounds owned by Lili'uokalani Trust (LT) through diligent, timely, and proactive management. The Facilities and Maintenance Associate will execute plans and schedules as set forth by the Lead Maintenance and Facilities/Caretaker. Assists with caring for camping and program equipment along with all shop equipment, tools, and supplies.

### **Essential Responsibilities**

- Executes maintenance and upkeep of LT facilities (campground restrooms and showers, offices, shop, caretaker's home, storages, Interpretive Center, Mauka Field office, Kona Sea Villas condo, and KIM apartment), grounds (campgrounds, lawn, gardens, office landscaping, shop/caretaker's home landscaping), infrastructure (office access roads and shoulders, gates, signage, water lines), and equipment and tools.
- Responds to accidents and trouble calls involving fence lines, water system, company vehicles, machinery and mechanical equipment.
- Operates industrial equipment (i.e. wood chipper, band saws) and a variety of carpentry tools and landscape equipment (i.e. mowers, weed eaters, ATV's, saws, hammers).
- Completes minor repairs and maintains all LT vehicles.
- Oversees maintenance and upkeep of campgrounds and campground facilities. Applies herbicide on LT developed property and roadways.
- Routinely checks and monitors the County (Old A) boundary fenceline, signage, gates, etc. and repairs as needed.
- Provides Kīpuka Kona Program support in terms of equipment requests, set-up/break down, and monitoring/upkeep of all equipment.
- Works closely with Kīpuka Kona Program staff to assist with office duties, moving heavy objects, etc.
- May assist with firefighting duties on LT property. Responsible for the maintenance of LT fire extinguisher inventory and inspection requirements.
- May assist in security duties and homeless clean up on LT property.

### **Other duties:**

Assists with and leads various programs when needed. Assists Natural Resources team when needed. Assist with security; reports any suspicious and/or illegal activity on LT property as caretaker.

Contributes to the Trust's success by accepting new assignments, helping team members, learning new skills, and striving to improve team and organization results.

**Qualifications**

- High school graduate or GED equivalent; or any equivalent combination of education and experience that demonstrates the ability to do the job.
- Valid Driver's license with driving record that meets organization's standards, required.
- CDL, CPR & First Aid certified preferred.
- Specialized training or formalized apprenticeship program; i.e. automotive, carpentry, building construction, electrical, plumbing, and welding also preferred.
- Working knowledge of safety codes, OSHA, EPA, state health regulations, hazardous materials, laws pertaining to the workplace environment and emergency preparedness preferred.
- Proficiency in the use of Computers and Word.

**Job Competencies**

- Able to work alone – requires minimum supervision to perform the essential duties of the job.
- Accountable – must take responsibility for own's performance, speaking up when needed.
- Skilled in safe operation of LT vehicles and equipment.
- Ability to make independent judgments. Must show good judgment and common sense.
- Ability to communicate effectively.
- Ability to work varied hours/days as business dictates.
- Ability to establish and maintain courteous and effective working relationships with others and function effectively as a member of a team.
- Knowledgeable about various key access systems and alarm systems.

**Organization Competencies**

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families, and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuhia (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

**Mental and Physical Demands:**

Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 50 lbs. and over, perceive depth, operate motor equipment. Mentally alert, emotionally stable and physically fit in order to cope with emergencies.

Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, slippery or uneven walking surfaces, working at heights, using chemical agents and traveling by UTV or vehicle.

**Terms and Conditions of Employment**

As a condition of employment, employee will be subject to LT's policies and procedures.