

## Job Description

**Location:** The Charlotte Harbor Environmental Center, Inc. (aka CHEC)  
10941 Burnt Store Road  
Punta Gorda, FL 33955  
Ph: 941-575-5435  
Web: [www.checflorida.org](http://www.checflorida.org)  
Email: [chec@checflorida.org](mailto:chec@checflorida.org)

**Title:** Grounds and Maintenance Specialist

**Reports To:** This employee reports directly to the Chief Executive Officer

**Job Overview:** The incumbent is responsible for the oversight of the Charlotte Harbor Environmental Center's property and buildings. Performs general cleaning and maintenance of buildings, grounds, and equipment.

### Specific Responsibilities and Duties:

- Maintain general cleanliness of all buildings and grounds on property. Ongoing requirements include weed-whacking, trail and grounds mowing, detritus clean-up, raking, sweeping, window-washing, watering gardens, etc.
- Check and re-stock four public bathrooms with supplies as necessary.
- Keep information kiosks and "Take One" boxes clean. Perform kiosk materials change-outs when necessary. Restock TO boxes with trail maps as required.
- Regularly ensure all functional, service and maintenance equipment is in operational order.
- Report low supplies stock to CEO's Administrative Assistant.
- Keep the master list of Grounds and Maintenance Committee action items; assign a GM volunteer or a GM team to tasks; ensure jobs are completed in a timely manner.
- Respond to on-demand requests for clean ups, repairs, and general maintenance in a timely manner.
- Report needs for repairs beyond ability to CEO immediately.
- Communicate and enforce all CHEC safety rules and regulations in a professional manner.
- Attend all scheduled Grounds and Maintenance Committee meetings.

- Perform other duties as assigned.

**Qualifications:**

- Minimum: High school education.
- Proven experience in a wide range of grounds and maintenance responsibilities is highly desired.

**Necessary Skills & Characteristics:**

- The ability to assess and communicate information effectively to maintenance team and site staff.
- The ability to work productively as a single entity (self-motivation) and in a team context.
- The ability to lift and carry objects weighing up to 50 pounds.
- The ability to operate a UTV, riding lawn mower, and various other types of equipment necessary to complete tasks.
- The ability to work independently within defined guidelines and with minimum management oversight.
- Strong organization, communication and time-management skills.
- Strong interpersonal relationship skills, comfortable with feedback and challenge, as well as an ability to interact with diverse groups of people and effectively meet their needs.
- Able to be both flexible and focused, capable of making necessary adjustments, sometimes on demand.
- Able to work outside in a variety of weather-related scenarios.

**Compensation:** \$10.50 per hour ~ Part-time (6 hours per day – 9:00 am – 3 pm, 2 days per week. Specific days negotiable.) 30-minute lunch break ~ Year-round.

**Contact:**

E-mail a resume with a cover letter and any associated relevant documentation to CEO Doris Button at [doris@hecflorida.org](mailto:doris@hecflorida.org).