



JOB DESCRIPTION

Position: Facilities Coordinator	Full time (12 month contract) > Weeks days + weekend availability
Reports to: Facilities Manager	Rate: \$18 per hour

Scope of Position

Under the supervision of the Facilities Manager, the Coordinator will be responsible for regular care and maintenance of the Clearwater Farm property (assets and structures) to ensure a clean and safe environment on the farm for visitors and staff on site.

Position Duties:

Routine maintenance of property

- Selective grass cutting through summer period (supplementing Town-provided weekly service)
- Tending/pruning/clean-up of trees, shrubs and plants (Town takes care of major tree removal)
- Garbage collection and removal from site
- Cleaning of barn and outdoor performance spaces following events on the property
- Set-up and tear-down of tables, chairs, etc. in connection with onsite events
- Maintenance of facilities in clean, safe state
- Providing/supervising access to facilities to outside groups

Support of ClearWater's Biodigester Operations

- Participation in weekly pick-ups of organic foodwaste from local grocery partners and delivery to biodigester facilities
- Participation in weekly processing of organic materials to prepare for consumption by digester in order to produce renewable natural gas, compost and liquid fertilizer
- Participation in regular maintenance and care of biodigester equipment and technology according to pre-set routines.

Job requirements:

- Ability to drive F150 truck
- Ability to drive tractors, lawnmowers, whipper-snippers (which proper training)
- Organic waste collection requires moving heavy wheeled bins up a short incline onto a trailer
- Mechanical experience with small motors, pumps, etc. a plus
- Any carpentry experience a plus

To Apply: Please submit a resume to: Doug@clearwaterfarm.ca