



Facility Manager (Groundskeeper + Maintenance)

The Action169 organization is based in Fairmont, MN. The organization is a registered 501-(c)(3). Action169 is built on a foundation of prayer and is committed to addressing commercial sexual exploitation and problematic substance use through Christ-centered prevention, intervention, and restoration care services. Rose House is a restoration home for women 18+ who have been affected by commercial sexual exploitation and/or problematic substance use.

This 'four-tier' program provides women with a supportive home setting from which to eventually establish positive relationships, employment, education or business opportunities and to further develop strong emotional, social and sober life skills to continue on the journey of recovery, restoration and success.

Groundskeeper + Maintenance

The facility manager should have experience and knowledge of building and lawn maintenance. Hours may be flexible; however, being available (on-call) in case of emergency is expected.

QUALIFICATIONS:

- Experience taking care of other properties (lawn maintenance and snow removal).
- Basic knowledge of building maintenance and repair.
- Ability to pass a DOJ and FBI Background Check.
- Ability to deal with confidential information with absolute discretion.
- Driver's License and car required (ability to get to and from property).
- Physical ability to complete work.
- Knowledge of safety measures.
- Ability to sign and agree to the Action169 procedures and policies, including our statement of faith and moral conduct code.
- If male, able to agree with and sign the male staff policy.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintaining gardens and lawn.
- Caring for and cultivating foliage including planting, fertilizing, weeding, watering, trimming and pruning, soil conditioning, mulching and applying pesticides.
- Ensuring pathways, stairs, outdoor seating and other structures are safe.
- Install sprinkler system when needed.
- Complete snow removal in the winter.
- Ensure all the leaves in the fall are properly taken care of.
- Prepare outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture with tarps, tying down unsecured items, etc
- Operating and maintaining garden and landscaping equipment.
- Perform preventative maintenance operations to avoid costly repair.
- Complete basic plumbing work if needed.
- Flooring repair and upkeep.
- Maintain and or fix any windows/screens and/or doors.
- Electrical repairs and heating and air conditioning system maintenance.
- Replacing faulty electrical circuits.
- Painting walls.

Compensation: Flexible 5-8 hr. work week. The target compensation range is \$15- \$20/hr. depending on experience and qualifications.

If interested send resume or CV, and a thoughtful one page cover letter to: info@action169.com