



<b>Job Title:</b>	Facilities and Maintenance Coordinator		
<b>Travel Required:</b>	None	<b>Location:</b>	Raeford, NC
<b>Compensation Range:</b>	Dependent upon Experience	<b>Position Type:</b>	Full -Time 40 hrs/week
<b>Applications Accepted By:</b>			
Irina Shklyar, Chief Administrative Officer: <a href="mailto:Irina@carolinahorsepak.com">Irina@carolinahorsepak.com</a>			
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Handling basic repairs and maintenance while conducting routine inspections</li> <li>• Working with contractors when professional repairs are necessary</li> <li>• Reporting machinery, equipment, or grounds issues as they arise</li> <li>• Performing other related duties as assigned</li> <li>• Position reports to CHP Facilities Director</li> </ul>			
<b>EXPERIENCE AND EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• 2- 5 years of proven grounds and equipment maintenance experience</li> <li>• High school diploma or general education degree (GED)</li> </ul>			
<b>SKILLS PREFERRED, BUT NOT REQUIRED</b>			
<ul style="list-style-type: none"> <li>• Skilled in the use of tractors/mowers and power tools</li> <li>• Basic knowledge of painting, construction, carpentry, grounds maintenance.</li> <li>• Ability to understand repair manuals and parts catalogs, as necessary</li> <li>• Strong organizational, time management and follow up skills</li> <li>• Professionalism and attention to detail</li> </ul>			
<b>PHYSICAL REQUIREMENTS:</b>			
Ability to stand, walk, stoop, kneel, crouch periodically for prolonged periods of time; visual acuity to operate equipment, and read materials for prolonged periods of time.			
<b>BENEFITS</b>			
<ul style="list-style-type: none"> <li>• Flexible work schedule</li> </ul>			