



Building & Grounds Maintenance Lead Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, and home to over 100 animal species. Our culture is built on our core values: community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity and are intolerant of bias. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting for a full-time, year-round, non-exempt Building and Grounds Maintenance Lead. Under the general direction and supervision of the Manager of Buildings/Grounds and Horticulture, the Building and Grounds Maintenance Lead is responsible for the custodial, repair, maintenance, and landscape activities for Roger Williams Park Zoo. In addition the lead will work directly with the Buildings and Grounds staff in a supervisory role, providing constructive criticism when necessary and assisting staff when needed.

Responsibilities:

- Provide professional cleaning and maintenance of all interior office areas within the zoo, which include but are not limited to, Sophie Danforth Building, Admissions office, Public Relations office, Group Sales office, Education offices, Elephant building offices, Operations offices, and Veterinarian offices.
- Works with the Manager to create and maintain weekly schedules, daily work duties, and purchasing of office cleaning supplies.
- Oversee energy and water conservation and maintain the recycling program.
- Independently resolves problems within the Buildings and Grounds Department.
- Maintains cooperative relations with staff, employees, management, and visitors, receives their complaints and makes arrangements for the necessary corrections.
- Maintains records and reports.
- Create and retrieve work orders and complete them in a timely manner.
- Plans and directs the setting up and take down for special events when needed.
- Participates in snow/storm removal and cleanup.

- Oversees and participates in cleaning and maintenance of all interior areas throughout the zoo.
- Tours all areas of the Zoo regularly to inspect quality standards and ensure that all spaces are maintained at the highest level of quality and service.
- Be an active member of the Green Team.
- Help build positive employee relationships.
- Assures a safe work environment.
- This position is considered essential personnel, and must report to work as directed in the event of severe weather conditions or emergency situations.
- Willingness to cover routine duties in the event of an employee absence.
- Working closely with full-time employees to complete daily duties and other additional assignments.
- Perform other job-related tasks as assigned by the Manager of Buildings/Grounds and Horticulture and/or the Chief Operating Officer.

Other functions and responsibilities (Non-Essential/Marginal Functions)

Assist with crowd control during organizational events.

Required Experience, Education, and/or Training:

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- One year experience in a cleaning environment.
- Professional knowledge of floor care, polishing, rug cleaning and care, window care, painting, and wall care.

Preferred Experience and Education:

Recent experience working with diverse populations and fluency in speaking additional language(s).

Competencies:

- Cooperative attitude.
- Highly organized and able to work with minimal supervision.
- Excellent verbal and written communication skills.
- Ability to communicate effectively with the public.
- Attention to detail in everyday work practice.

Additional Requirements:

- Successful completion of a background check.
- Valid driver's license.
- Willingness to work flexible work schedule, including occasional evenings, weekends and holidays.
- Willingness to be on call for zoo emergencies, including severe weather conditions.
- Ability to work outdoors under various weather conditions.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter and resume to:

Roger Williams Park Zoo
ATTN: Building and Grounds Maintenance Lead
1000 Elmwood Ave
Providence, RI 02907

-or-

employment@rwpzoo.org



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