



Facilities Assistant

Position Description

Position Overview

Eagle Mount Bozeman is a non-profit that provides adaptive recreation for people with disabilities and camps for children with cancer. The **Facilities Assistant** helps make these activities possible by ensuring a safe, well-maintained campus, with a particular focus on maintenance for the Horsemanship facility. The position can be full or part-time and is supervised by the Eagle Mount Facilities Manager.

General Responsibilities

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all constituents.
- Represent Eagle Mount in a professional and courteous manner.
- Support and advocate for the organization and its affiliated programs and partners.
- Maintain healthy relationships with Eagle Mount community including staff, participants, and volunteers.
- Promote a culture of safety and risk management; maintain safety of all staff, participants, and volunteers.
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow.
- Complete required administrative duties, maintain required certifications, attend required meetings/staff training events.

General Facility Duties (50%)

- Assist the Facilities Manager with grounds management, including mowing, landscaping maintenance, clearing snow, etc.
- Support Facilities Manager with general building maintenance, including office and pool area.
- Operate equipment, including mower, tractor, and skid steer, and keep equipment and tools clean and well maintained.
- Thoroughly communicate all facility conditions to direct supervisor.

Horsemanship Facilities Duties (50%)

- Coordinate and perform Horsemanship facility maintenance with the Horsemanship Program Director.
- Ranch work: maintain pasture fences, shelters, gates, and automatic waterers; move manure piles; supports hay gathering, storage, and distribution; groom arena, scrape/drag pastures, etc. as needed.
- Utilize volunteer support for barn/ranch maintenance and cleaning, including service group days.
- Thoroughly communicate facility conditions to direct supervisor and Horsemanship Director.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount positions may be required to perform duties outside of their normal responsibilities.

Minimum Qualifications

- Experience with a variety of indoor and outdoor maintenance tasks and associated tools.
- Familiarity with equipment and vehicles used on site.
- Able to lift, carry and transfer objects routinely weighing 50 lb. or more.
- Able to stand for long periods, stoop, bend, crouch, and do repetitive hand motions.
- Able to work outdoors, for prolonged periods of time, in a variety of conditions.
- Trustworthy, courteous, punctual, self-motivated, flexible.
- Valid driver's license and ability to be insurable per Eagle Mount's parameters; reliable personal transportation.
- Strong interpersonal and organizational skills; ability to work independently and as a member of a team.
- Commitment to Eagle Mount's mission.

Desired Qualifications

- Previous experience working with and around barns, horses or livestock.
- Certified pool operator or ability to become a certified pool operator.
- Basic understanding of common plumbing and electrical issues.
- Mechanically inclined, familiar with diesel and hydraulic maintenance.
- Proficiency in Microsoft Office products including Excel, Word, and Outlook.
- Basic First Aid/CPR/AED certification (can be provided upon hire if necessary).