

Working Title: Facilities and Grounds Manager – Corey Marsh Ecological Research Center

Open Date: July 3, 2024

Close Date: July 23, 2024

Position Summary:

The Facilities and Grounds Manager assists with daily operations at the Corey Marsh Ecological Research Center (CMERC) within AgBioResearch at Michigan State University. CMERC is a multipurpose ecological research center that was created in the vision of a land grant institution, integrating natural resources research (with particular focus on inland wetland ecosystems) with teaching and learning activities and community engagement. The 350-acre center has a small campus with 5 buildings and a large natural area where most of the research and learning activities take place. Specific responsibilities will include:

- Overseeing the day-to-day operations of the center facilities and grounds
- Assisting the Center Coordinator and center staff with coordinating logistics of research, education, and outreach activities
- Maintaining the center's grounds, trails, and research plots
- Operates and maintains tools, equipment, heavy machinery.
- Repairs and maintains facilities and infrastructure.
- Troubleshoots technical and equipment problems as required.
- Ordering supplies and equipment to maintain a working inventory
- Assisting in maintaining building and equipment records and databases
- Assisting with development of operational policies and procedures
- Assisting with onboarding students and faculty using the center for research, education, and outreach activities
- Ensuring compliance with safety and occupational health standards

This position needs someone who can adapt and be responsive to the needs of the center and personnel. Additionally, successful candidates will be individuals that can demonstrate they have good problem-solving skills and will foster a safe and supportive working environment. Successful candidate will be responsible for upholding the values of the center and working with center staff on implementing the 5-year strategic plan. The Facilities and Grounds Manager will interact with faculty, undergraduate and graduate students, external partners, and the community. They may assist at other MSU research centers/facilities when needed in similar tasks as described above.

The individual will assist the Center Coordinator in the day-to-day operational activities of the center and report to the Assistant Director of AgBioResearch, within the College of Agriculture and Natural Resources.

Unit Specific Education/Experience/Skills:

Bachelor's degree and 3 years' experience in natural resource management or similar field or equivalent combination of education and experience. Performing physically strenuous work in outdoor elements, lifting and carrying a 35 lb. pack and walking the majority of the day. Valid driver's license. Job may require a Pest Applicators Certification.

Desired Qualifications:

- Ability to recognize plant and animal species common to mid-Michigan to help with managing natural resources of the center.
- Knowledge of current trends and practices in conservation, land management and natural resource preservation
- Experience operating various types of equipment in a safe and efficient manner (e.g., tractor, lawn mower, chainsaw, or similar equipment).
- Basic understanding of facilities maintenance and systems and use of hand and power tools.

Preference will be given to individuals who have experience and/or can demonstrate strong problem-solving skills and the ability to make sound decisions in emergency situations. Other desired qualifications include strong oral and written communication skills; the ability to work independently as well as collaboratively; computer skills, including proficiency in Microsoft Office programs; ability to work with diverse populations; and experience maintaining and repairing yard/farm equipment.

May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. May work longer workdays, weekends, and holidays as needed.

Additional Information and To Apply:

<https://careers.msu.edu/en-us/job/520005/farm-assistant-manager>

Questions can be directed to Dr. Jennifer Owen (owenj@msu.edu). Applicants must apply through the website link above – e-mailed applications cannot be accepted.