Fountain and Facility Operations Coordinator

Summary
Under the supervision of the Fountain and Facility Manager at Downtown Columbus, Inc., the Fountain and Facility Operations Coordinator is responsible for supporting daily operations, maintenance, seasonal upkeep, janitorial oversight, and janitorial work relating to the Scioto Mile Fountain (SMF) located at Bicentennial Park at 233 South Civic Center Drive in Downtown Columbus, Ohio. This position plays a hands-on role in maintaining facility standards through regular SMF maintenance, system upkeep, and direct janitorial duties during both on-season and off-season periods. In addition, this role oversees the janitorial contractor for SMF duties, assists with part-time staff oversight, supports major system projects, and ensures a high-quality patron experience. The position includes communication with co-workers, city departments, contractors, and public patrons professionally and courteously. Work hours will consist of extended hours and working outside of regularly assigned schedules to accommodate variable duties.

Duties

- Support day-to-day operations, including but not limited to water quality testing and management, facility and systems upkeep and repair, preventative maintenance, and comprehensive janitorial support across the site.
- Perform dedicated janitorial work and oversight, serving as the primary on-duty point for cleanliness while using downtime to deep-clean and work on Scioto Mile Fountain systems.
- Oversee the janitorial contractor for Scioto Mile Fountain and other offsite duties, which includes training contractor staff, coordinating with the contractor supervisor, maintaining equipment and inventory, and consulting with other Downtown Columbus, Inc. staff as needed.
- Assist with major systems maintenance, physical work, inventory, and training alongside Fountain and Facility Manager and contractors.
- Supervise part-time staff and coordinate daily tasks in conjunction with the

Fountain and Facility Manager.
- Ensure the Scioto Mile Fountain is properly maintained and staffed during operational periods, supporting peak season requirements as well as modified spring, fall, and winter activation schedules.
- Assist with internal event details and safety plans, including severe weather response and daily operational plans.
- Operation of various vehicles is required.
- This job description is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by their immediate supervisor and other management as required.

Qualifications
- Punctuality, effective communication, and leadership are integral to the success of this role.
- A minimum of two years of experience working with complex mechanical systems, facilities operations, or related pool/fountain maintenance.
- Experience with janitorial oversight, contract management, and staff coordination.
- A minimum of two years of supervisory experience.
- Demonstrated ability to multitask and prioritize competing priorities.
- Excellent customer service skills.

Requirements
- Demonstrate ability to lift up to 70 lbs using proper lifting techniques.
- Basic electrical, plumbing, irrigation, and HVAC system knowledge, including interpreting construction drawings and diagrams.
- Ability to work outdoors for long hours in various seasonal weather conditions.
- Ability to use hand and power tools as required.
- Have a valid driver's license.
- Ability to pass pre-employment screenings.

Compensation and Benefits
Salary range is $55,000–$60,000, with a comprehensive benefits package and free parking. This is an exempt position that does not qualify for overtime.