

Facilities Manager

Job Announcement

Title: Facilities Manager
Status: Regular, non-exempt position (15 hours per week, flexible)
Salary: \$20/hr plus reimbursement for work-related mileage

Job Description

The Facilities Manager is responsible for the coordination and management of regular facilities and grounds maintenance at all Sitka properties. Scheduling is flexible, but s/he should maintain a minimal schedule of two “on-site” days weekly. Beyond regular “on-site hours” the Facilities Manager will flex her/his work time as necessary, working more hours some weeks and fewer other weeks in order to accommodate seasonal needs and special projects.

List of Duties or Tasks Performed

- Track regular maintenance needs for buildings and grounds at two sites, including maintenance of an extensive managed outdoor landscape
- Develop and maintain calendars, systems, and documentation of maintenance needs and processes
- Complete all regular maintenance, either personally or by directing contractors and volunteers
- Work closely with Executive Director and other staff to plan and manage larger facilities- and grounds-related projects (major repairs, remodels, new construction, etc.)
- Attend bi-weekly staff meetings and occasionally participate in organizational events

Job Qualifications & Personal Qualities

- Experience with building and property maintenance – useful skills include:
 - Minor carpentry, plumbing, electrical and mechanical repairs
 - Landscape maintenance; some experiencing managing large properties is essential
 - Knowledge of computer networks and IT systems a bonus, but not required
- Generally “handy;” an intuitive go-getter and creative problem-solver who is also thoughtful and deliberate in developing solutions that are safe, economical, and long-lasting
- Knowledge of the flora, fauna, land and property maintenance conditions unique to the Oregon coast
- Ecologically and environmentally oriented; an interest in the natural sciences is an asset
- Ability to prioritize tasks, manage time wisely, and work in a self-directed manner
- Flexible; willingness to respond quickly to shifting and urgent priorities
- Independently motivated and self-directing but also willing to take direction from others
- Observant person who notices and anticipates needs and problems
- Ability to develop and maintain relationships with contractors and to oversee their work
- Ability to kindly and clearly coordinate and direct volunteers
- Excited to interact respectfully and thoughtfully with a diverse group of residents, workshop participants, community members, and staff
- Willingness to work outdoors, sometimes in inclement weather
- Access to a reliable work vehicle, ideally a truck
- Ability to develop, manage, and track simple project and maintenance budgets
- Willingness to spend some time working in the office every week checking in with staff, updating maintenance calendars and documenting processes
- Computer literate, including comfort with Mac computers and use of MS Office Suite

To Apply

Please submit a cover letter and resume in PDF format to: benshockey@sitkacenter.org. Applications will be reviewed upon receipt with interviews taking place on a rolling basis until the position is filled.