

**Job Title: Facilities Manager**

Reports To: Co-Director

FLSA Status: Exempt

Full time/Part time: Full time

Approved Date: March 2019

**Summary:** This position is responsible for managing the operations and maintenance of the 21 Acres LEED Platinum-certified building and coordinating care of the adjacent landscape with the Campus Education Team. The Facilities Manager will foster a highly integrated approach to building management in symbiosis with campus landscape and agriculture. This position will also collaborate with the Energy Manager to convey how the ecology of this facility and accompanying management approach support soil health and mitigating climate change.

This is a highly physical position which will not only manage and assign duties for maintenance staff, but actively work alongside them to maintain and repair the facility. This person will inspect all equipment, ensure hygiene, safety and security of the building, and manage contracts as necessary.

The Facilities Manager will work closely with the Energy Manager on a regular basis, taking a highly collaborative approach to facility systems management and related education. The schedule for this position is Tuesday through Saturday. This position requires representation of the 21 Acres mission to inspire action to solve climate challenges by learning as a community to grow, eat and live sustainably by performing the duties outlined below.

Salary is competitive and dependent on experience. Benefits package includes medical, pension plan, paid vacation and holidays, produce perks, and an employee discount in Farm Market and most onsite education programs.

***This person works in close collaboration with the Energy Manager. This position supervises the custodian and facilities technician(s).***

**Essential Duties and Responsibilities:**

- Oversee facility management program to include preventive maintenance, equipment replacement, and other long-term facilities management planning.
- Maintain and update a facility procedures manual for building systems as well as relevant campus-wide landscape/infrastructure and waste streams in coordination with the Campus Education Team.
- Plan and manage building central services such as security, cleaning, waste disposal and parking and coordinate these services for the full campus with the Campus Education Team and Operations Lead.
- Ensure compliance with building, health, and safety codes and industry standards.
- Implement best practices in coordination with Campus Energy Manager to increase efficiency and ensure LEED standards and mission standards are met.
- Provide prompt response to requests and issues from facility occupants in coordination with Energy Manager and Farm Team when appropriate); develop work order procedures including work requests, scheduling, and status updates.
- Inspect building regularly to identify maintenance or safety issues and coordinate campus inspection with Campus Education Team.

- Supervise maintenance and repair of facilities, equipment and grounds; take corrective action as needed.
- Lead safety committee and manage monthly safety walks/reports. Assign tasks for resolving identified safety issues in coordination with Campus Education Team.
- Oversee facility refurbishment and renovations (in coordination with Energy Manager and Farm Team when appropriate).
- Respond to facility and equipment alarms and system failures in coordination with Energy Manager; manage cause and solutions. Note: This may require after-hours work and days that the facility is not typically open.
- Supervise the work, schedules and productivity of facilities technician(s) and custodian.
- Plan and monitor appropriate staffing/contract work levels and make staff available to Energy Manager as needed.
- Obtain quotes from vendors and suppliers. Calculate and compare costs for goods and services to maximize cost-effectiveness while adhering to sustainable sourcing policies.
- Solicit, supervise, and inspect outside contractor work as needed; approve invoices for payment.
- Negotiate, manage and maintain contracts to optimize delivery, cost saving, and adherence to LEED and mission standards.
- Support Energy Manager in identifying opportunities to work with related organizations, agencies, schools, and other community partners.
- Manage waste stream (compost, recycle, landfill) in coordination with Energy Manager.
- Maintain and administer IT systems in coordination with Energy Manager. This includes management of Office 365, wireless network, printer, email, desktop systems, and servers.
- Conduct tours and presentations, serve as a resource, and effectively communicate to visitors information about building features and systems as well as sustainable living.
- Support Energy Manager in facility tour program infrastructure as needed with interpretive signage installation and maintenance.
- Take part in Leadership Meetings.
- Manage facility budget in coordination with Energy Manager; monitor expenses and payments; generate and present regular reports as asked/identified.
- Develop presentations and written materials, as needed, in coordination with Energy Manager.
- Successfully work with co-directors, all staff, contractors, vendors, volunteers and regulatory agencies to complete smooth facility operations.
- Assist with supervision of volunteers and/or volunteer projects where applicable.
- Support events as necessary by running cables and testing/setting up a PA and mixing board, sound equipment, projector, etc.
- Assist with other various programs and departments as needed.
- Act in accordance with the mission statement; promote and adhere to organization values at all times.
- Take initiative on maintenance projects and exhibit commitment to overall goals set by management.
- Build effective working relationships with individuals inside and outside the organization.
- Exhibit regular and timely attendance, with ability to accommodate occasional irregular work hours.
- Communicate and interact professionally and appropriately with co-workers, the public (youth and adults), and customers.
- Other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education, Experience, Training or Skills:**

**Required:**

- Knowledge of building science principles and commercial building systems including heating/cooling, HVAC, controls, lighting, water management, refrigeration, life safety and renewable energy technologies including solar, PV, and geothermal.
- 5+ years of experience in building trades or maintenance/repair work including carpentry, plumbing, electrical, and mechanical.
- College degree/certificate or equivalent experience in Facilities Management or related field.
- Ability to read and understand building plans and specifications.
- Working knowledge, with proven experience in the principals and practices of:
  - Financial management
  - Staff management
  - Project management
- Sound knowledge of health, safety and environmental regulations.
- Solid computer and systems knowledge.
- Strong communication skills and ability to read, write, type, and communicate in English.
- Strong self-direction, interpersonal skills, ability to successfully work independently and with diverse teams.
- Proficiency with the Microsoft Office Suite.
- Ability to work outdoors with varying and uneven topography, on a roof (with proper safety equipment), and in all seasons and weather conditions.
- Superb attention to detail, problem-solving skills, creativity, initiative, and ability to prioritize tasks appropriately.
- Practices sustainable living and can present the organization's mission from experience with enthusiasm.
- Ability to maintain productivity, innovation, and sense of humor in chaotic work environment
- Must pass Washington State Background check.
- Must have a Driver's License and be willing to drive 21 Acres vehicles as needed.
- Possess LEED credential (either GA or AP) or be willing to obtain after hire.
- Experience setting up A/V systems, including hardware and software.

**Preferred:**

- IT management and troubleshooting experience
- 7+ years experience in building trades or maintenance/repair work
- Proficiency in MS Project or other Project Management software
- OSHA certification

**Physical Demands and Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position frequently involves mobility between first and second floors, and the outdoors; reaching, bending, climb ladders, grasping, lifting, pulling, pushing, standing, kneeling, squatting, and twisting; ability to lift and carry items up to 50 lbs.

**21 Acres is an Equal Opportunity Employer.** 21 Acres does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and our current needs.

**To Apply:** Please send an email to [jobs@21acres.org](mailto:jobs@21acres.org) with **one PDF** attached that includes both your **resume** and a **cover letter** addressing how your background, knowledge, and enthusiasm fits with the detailed job requirements.