



Job Description: Grounds & Facilities Manager
Full-Time Exempt

Overview

The Grounds & Facilities Manager is responsible for the general managing, engineering, design and construction projects, activities related to capital projects, and overall maintenance of the Park. Qualified candidates for this position will have prior grounds and facility management experience, background, and/or training. S/he will coordinate, monitor, and oversee all maintenance-related activities and workflow of the department and supervise all designated employees and volunteers. The Grounds & Facilities Manager will have computer skills, preferably in Microsoft Office Suite, Outlook, and ability to communicate via smartphone.

Description of Responsibilities

The Grounds & Facilities Manager reports directly to the Executive Director.

Duties (This includes but is not limited to):

- Plan, organize, and direct staff in the maintenance of grounds and facilities Park-wide.
- Establish and enforce operating procedures and work standards that will ensure adequate performance and personnel safety.
- Inspect plans, estimates, and completed work to ensure conformance to specifications, standards, and contract requirements.
- Ensure that all buildings, HVAC systems, sewer/septic systems, appliances, and utility systems are fully operational and inspected in accordance with preventative maintenance schedules.
- Manage and oversee EPA regulations, ODOT regulations, and other environmental issues including but not limited to waste management, spill response, and hazardous communications.
- Work with the Executive Director to develop and manage the annual operating budget and any capital plan as it relates to facilities & grounds.
- Oversee fair and consistent administration of labor agreements, work rules, and authority policies.
- Act as primary representative for construction projects, with primary project schedule, design, budget, and scope of responsibilities.
- Act as construction coordinator on assigned projects and serve as the primary contact between contractor, designer, permitting jurisdictions, utility companies, quality control testing, etc. and the Park.
- Prepare scope of works and independent cost estimates for professional services and review submitted proposals with Grounds & Facilities Committee as needed.
- Assist Development Department in writing justifications and developing technical specifications for facility-related grant applications.
- Assist the Business Manager as it relates to facilities & grounds and construction projects tracking.
- Oversee all contracts and the development of specifications. Prepare and maintain bid documents in collaboration with the Executive Director.
- Facilitate the development of strategies to meet or exceed organizational and department performance goals and objectives, monitor results, and recognize employee, department, and organization accomplishments.
- Oversee the continued development of all Grounds & Facilities employees to keep them abreast of new technologies; oversee and direct the development of Grounds & Facilities Management employees' skills and understanding of procedures and policies, developing, implementing, monitoring, and overseeing

adherence to performance standards. Advance staff through training, professional development, and promotional opportunities.

- Model, facilitate, and encourage exemplary internal and external customer service, open communication, collaboration, participation, and professional development among staff.
- Provide a positive work environment that does not discriminate based policies outlined in the Employee Handbook.
- Provide routine reports of status of assigned projects.
- Ability to work in compliance with safety and security policies.
- Ability to work & coordinate with other staff/departments/volunteers as necessary.
- Assist with facility projects and other daily duties as assigned.

Qualifications:

- Communications - Excellent verbal, writing, and non-verbal skills. Persuasive, consensus builder.
- Customer Focus - Excellent problem-solving skills and a desire to exceed customer expectations.
- Employee Development - Competent in assessing employee skills: coaches, delegates, and supports employee development. Provides constructive feedback.
- Leadership - Energetic, innovative self-starter, committed to continuous improvement and creative problem-solving.
- Professional Integrity - Exhibits and values commitment, leadership, accountability, diversity, honesty, fiscal responsibility, and the ability to maximize resources.
- Proficiency - Able to multi-task, plan and measure results, create and analyze data, excellent computer skills, accuracy and attention to detail, excellent project management skills.
- Technical – In depth knowledge of the best preventive and corrective practices as it relates to grounds and facilities equipment and operations. This knowledge should include but is not limited to: Facilities equipment and systems – HVAC systems, boilers, high voltage electricity, electric motors, motor controls, machine repair, plumbing, hydraulics, facility maintenance practices, grounds keeping, and construction materials and processes.
- Bachelor’s degree (four-year college or university) desired in Facilities Management, Engineering, or equivalent years of work experience in a related field will be considered.
- Five or more years of experience in facility/service contract management, grounds/property management preferably working with contractors on major facility projects.
- Working knowledge of native plants, invasive species, and general horticulture.
- Working knowledge of Internet, e-mail applications, spreadsheets, and word processing.
- Working knowledge of Building Code Regulations.
- Working knowledge of maintenance management systems, EPA regulations, procurement/inventory systems.
- Payroll and timekeeping applications experience needed.

Board/Committees/Events: Grounds & Facilities Manager works with the Executive Director to prepare for all Grounds & Facilities Committee Meetings and Board Meetings, including materials needed, reports, set-up, etc. Grounds & Facilities Manager is the staff report to the Grounds & Facilities Committee and works with staff, as time allows, to help schedule/coordinate Park events.

Other duties as assigned by the Executive Director.