



Facilities Manager Position Description

FLSA Status: Non-Exempt- Full Time

Reports To: Chief Operating Officer

Position Summary

Under the general supervision of the Chief Operating Officer, the role of the Facilities Manager is to maintain the facilities and equipment of Blandford Nature Center, as well as complete related administrative functions. This position includes interaction with other staff, volunteers, parents, youth, visitors, and the environment. The hours, duties, and reporting structure of this position are subject to change at any time based on organizational needs, shifting priorities, and budget restrictions. It is an hourly, non-exempt position.

Duties & Responsibilities

Maintenance administration

- Oversee and administer the annual facilities and maintenance work plan
- Manage outside vendor contracts/activities (snow plowing, repairs by contractors, etc.)
- Effectively communicate maintenance needs, changes to the work plan/priorities, and issues that arise
- Supervise a team of staff and volunteers to support the successful completion of the annual work plan
- Oversee and administer the facilities and maintenance budget
- Provide monthly progress reports to the COO
- Ensure maintenance and safety checks are performed on all equipment and facilities and are logged appropriately
- Develop and maintain an inventory of all BNC equipment and tools; conduct annually

Oversee the maintenance and cleaning of BNC facilities, grounds, and equipment

- BNC facilities:
 - Inspect and service furnace/AC units, plumbing and electrical needs (filters, washers, bulbs, etc.)
 - Inspect buildings and grounds weekly for damage, vandalism, and other issues
- Seasonal maintenance:
 - Work with Land Stewardship Manager, Farm Manager and volunteers to maintain all lawn and garden and farm areas
 - Work with Land Stewardship Manager to perform seasonal maintenance such as spring cleanup, fall leaf removal, and snow removal as needed
- Vehicles and equipment:
 - Perform all routine maintenance (oil changes, tire rotations, etc.) on all vehicles, including tractor, lawn mower, tiller, snow blowers, etc.
 - Take BNC road vehicles for service as needed

- Construction:
 - Assist with special building projects, repairs, and improvements as needed. This may include roofing, siding, painting, etc.
- Trail maintenance and improvements:
 - Assist Land Stewardship Manager and volunteers with trail maintenance and improvements as needed

Support for special events and festivals

- Support major events such as fundraisers and seasonal festivals as needed and/or requested

Additional:

- Builds and maintains positive working relationships with staff, trustees, and volunteers.
- Projects a professional image internally and externally.

Qualifications:

- High School Diploma
- 5+ years of maintenance experience with proven knowledge of carpentry, electrical, plumbing, masonry, and mechanical practices for everyday work and repairs
- Technically proficient at operating equipment such as tractors, chainsaws, lawn equipment, snow equipment, and construction tools
- Dependable transportation
- Must pass a background check

Physical Responsibilities

While performing the requirements of this job, the Facilities Manager is regularly required to sit, stand, bend, or kneel for extended periods of time. The Facilities Manager occasionally must be able to lift up to 50 pounds. The Facilities Manager must also be able to work outdoors in a variety of conditions; including wet, brushy, muddy and steep trail surfaces.

Compensation:

This is a paid, non-exempt, full-time position with a starting wage \$14.50 an hour. This position qualifies for paid time off, participation in health insurance, Blandford Nature Center Membership, and a SIMPLE IRA plan.

To Apply:

Please send the following documents electronically to jobs@blandfordnaturecenter.org:

- Resume
- Cover letter detailing your outdoor camp experience
- Full contact information for 3 professional references

Posting will be open until position is filled; interviews will begin as qualified applications arrive.

The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.

In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value

and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a team and leadership composed of volunteers and staff that equitably and fairly represent our constituency.