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| Job Title: | Facilities Manager |
| Department: | Operations |
| Reports To: | Director of Operations |
| Classification: | Full-time/Annual, Salaried/Exempt |
| Work Schedule: | Monday through Friday; on-call after hours |
| Pay Range: | \$60,000 – 65,000 Annually |
| Benefit Package: | Health benefits 100% premium paid by IslandWood, 401k, 3 weeks paid vacation, flexible schedule |

Overview:

The Facilities Manager is responsible for the maintenance and management of buildings, vehicles, grounds, equipment, forest management, plumbing systems, energy systems, and sewage treatment systems for IslandWood's 255-acre campus on Bainbridge Island. This position is also responsible for facility functions related to planning, budgeting, personnel management, service contracts and project management.

Responsibilities:

Facility Maintenance

- Oversees maintenance and improvement of facilities and site, including buildings, landscaping, trails, forests, and perimeters.
- Supervises regular and preventative maintenance of structures, mechanical, sewage treatment and electrical systems, including drawings, manuals and parts lists for buildings and their installed equipment.
- Oversees design and installation of site-built items required for operations.
- Administers site compliance with OSHA\WISHA, ADA and other legal requirements.
- Maintains service logs, inventories of facilities, and equipment parts and supplies.
- Oversees "green" facilities operations, including cleaning supplies, non-toxic treatments, furnishings and energy efficient equipment and practices.
- Administers land and forest management plan and invasive vegetation control.
- Supervises groundskeeping, including building area landscaping, gardens, and trails.
- Manages relationships and contracts with subcontractors and vendors for facilities-related products and services.
- Maintains fire sprinkler and monitoring systems in compliance with regulations; responsible for site security systems.

Planning and Management

- Responsible for management, scheduling, training, hiring, and performance evaluation of facilities staff.
- Develops and manages operating, preventative, and capital budgets.
- Administers the facilities management databases utilized for work order processing, preventative maintenance scheduling, inventory tracking, and long-range facilities capital forecasting.
- Leads cross-departmental committee responsible for reviewing future capital projects; maintains projects list. Serves as project manager for some capital projects.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.

Facilities Manager

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Required Qualifications:

- Associate or Bachelor's Degree in relevant field or minimum of 5 years of experience in facilities management.
- Direct experience with project management; initiating, planning, prioritizing, executing, and completing work to achieve specific goals within a specified time and budget.
- Experience with electrical, construction, grounds maintenance, and machine repair.
- Experience managing staff, including scheduling, instruction and personnel administration.
- Excellent communications and interpersonal skills. Ability to motivate others and work collaboratively with other teams and departments.
- Solid computer skills and knowledge of Microsoft Office (Word, Excel, Outlook), accounting and database software and applications. Ability to work on a variety of software as trained.
- Excellent problem-prevention, and problem-solving skills.
- Must be physically able to lift materials weighing up to 60 pounds, bend/twist/turn and work in awkward positions, climb ladders, handle and work proficiently with common hand and power tools.
- Must live within 60 minutes' drive time of IslandWood in order to respond to occasional after-hours emergencies.
- Washington State Driver's License and ability to obtain any licenses required for system or vehicle operation.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

APPLICATION REQUIREMENTS:

Submit a cover letter, resume, [Application for Employment](#) form including contact information for three current references to:

employment@islandwood.org

or

Search for Facilities Manager

IslandWood

4450 Blakely Avenue NE

Bainbridge Island, WA 98110

Position Posted: 16 January 2019

Application Deadline: Open until filled

Start Date: As soon as practical; January/February 2019

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.

HR:/JD/Facilities Manager 01.15.2019km