

Facilities Manager

Employment Opportunity

Facilities Manager, Headlands Institute

This is a full time position with Headlands Institute, a campus of the NatureBridge. NatureBridge is a nationally recognized leader in the field of experiential environmental education, providing educational adventures in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it. NatureBridge conducts programs for more than 40,000 participants annually at its three campuses: Headlands Institute in the Golden Gate National Recreation Area, near San Francisco, Olympic Park Institute in Olympic National Park, Washington, and Yosemite Institute in Yosemite National Park, California.

The Facilities Manager is responsible for the routine, annual, and emergency maintenance of the Headlands Institute (HI) buildings, grounds, and heavy equipment. This person also serves as Fleet Manager and oversees the maintenance and use of the organization's vehicles. He/she contributes to the overall success of the organization as a member of the administration team. The Facilities Manager is responsible for occupational health and safety, as it relates to the access and use of buildings, heavy machinery, and vehicles.

Duties of the Job:

- Directly supervise Maintenance Foreman, Janitors and Facilities workers.
- Assists with Foreman, janitorial and facilities work, as needed, approximately 25% of role.
- Maintains administrative records, electronic work order system and files.
- Hires, trains, and supervises facilities staff.
- Prepares an annual operating plan and capital budget for maintenance, related equipment, and supplies. Meets the financial commitment through cost control.
- Schedules facilities personnel. Approves and submits timely payables and payroll information.
- Maintains master keys for all buildings and vehicles. Manages issuing keys to employees and their return.
- Develops cooperative relationships with key National Park Service/GGNRA management.
- Supervises and schedules routine cleaning and upkeep of campus buildings, administrative offices, and grounds.
- Oversees vehicle fleet repairs, maintenance, allocation and purchases. Keeps accurate vehicle records. Authorizes drivers and trains personnel in regards to NatureBridge's vehicle policies. Implements vehicle policies. Manages vehicle registration, titles and insurance information in compliance with the California Department of Motor Vehicles. Tests and approves all employees that are authorized by their supervisors to use HI vehicles.
- Ensures all fire suppression systems on campus and staff housing are checked, certified, and documented.
- Ensures that all HI facilities and operations meet federal safety and health standards that are conducted by the National Park Service (NPS).

- Executes check in and check out of employees in staff housing including orientation of housing guidelines, establishing expectations, and ensuring the accountability of the residents. Accountable for defining expectations for residents in staff housing and holds them accountable for the care of routine cleaning and upkeep of housing units and grounds.
- Represents HI on the Housing Committee and Risk Management Committees for setting standards and communicates these standards to HI residents.
- Will perform all other duties as assigned by the supervisor.

Requirements:

The ideal candidate can demonstrate the following:

Bachelor's degree (B.A.) from four-year college or university; five years related experience and/or training; or equivalent combination of education and experience. Demonstrates accomplishment in maintaining buildings and grounds, including plumbing, electrical, and carpentry skills. Contracting experience a plus. Must be able to work independently and well with others; particularly customers, staff, and NPS supervisors and workers. Demonstrate excellent problem solving ability. Organizational task and time management skills are a must, as is a strong customer service orientation. Computer and internet skills required, Microsoft Office experience preferred. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations. Must exhibit a flexible, positive attitude, and mature judgment; particularly under stress are key qualities. Current California State driver's license and a clear driving record required.

Compensation:

NatureBridge is dedicated to providing a comprehensive benefits package, including competitive salary, medical and dental benefits, generous vacation and the opportunity to work in beautiful national parks.

Recruiting and retaining a diverse workforce is a high priority at the Headlands Institute and NatureBridge.

Qualified candidates should send a resume and cover letter by March 22, 2011 to:

hifacilitiesmgrsearch@naturebridge.org

Position will remain open until filled.