



Job Description: Facility Manager

We are looking for a key member of our team - Facilities Manager. Primary duties for this position include inspection, maintenance, and repair of facilities, including: structural, landscaping, electrical, mechanical, security, elevator, fire suppression, plumbing, heating and cooling, to assure all systems are operating correctly and efficiently. The facility manager prioritizes maintenance and repairs as needed to preserve the value and integrity of organization assets within approved budget guidelines while managing all maintenance projects.

Communication is key in this position as this person works in collaboration with many parts of our operation, customers and the public. S/he will actively participate on the Facilities and the Operations Committee and regularly communicate project status to appropriate staff and board members. Because, at the end of the day, Facilities Management is about the people you serve.

Primary Responsibilities

Maintenance:

- Perform and/or supervise all facility maintenance.
- Train and supervise facility maintenance, janitorial staff and facility volunteers.
- Purchase building and maintenance supplies, machinery, equipment and furniture.
- Select and oversee facility contractors.
- Implement and maintain electronic monthly, quarterly & annual maintenance schedule and work order system.
- Assures all first aid stations are in proper working order and properly supplied.

Collaboration:

- Communicate and collaborate effectively with staff and board on facility issues.
- Support all NWMC programs including: Facility Rentals, events and festivals.
- On-site facility coordination during Wooden Boat Festival with grounds crew & other volunteers to ensure and maintain comfort and safety of guests during event.
- Facilitate site visits for government inspectors, insurance agents, contractors, etc.
- Assist with staff re-locations and other facility related tasks as assigned.
- Act as staff support to the board level Facility Committee.

Finance and record keeping:

- Work with Finance Manager to develop annual facility and project specific budgets.
- Maintain records and costs for facility projects.
- Maintains organizational material safety data sheet (MSDS) records.

Desired Qualifications

- Demonstrated project leadership including at least 5 years of management positions in construction or marine trades.
- The more experience you have in these areas the better: carpentry, electrical, painting, grounds keeping and equipment repair.
- Ability to quickly analyze and make decisions based on needs and budget information.
- Familiarity with OSHA regulations and other applicable laws.
- Proficient with MS Office suite of programs and budgets.
- Can do, customer service attitude.

General Operations

While this position's primary responsibility is maintaining our facility, s/he will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the maritime center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy. This is true in this job more than others.

Position is full time.

Position title: Facilities Manager

Reports to: Chief Operations Officer

Wage: Salary - Exempt

40 hours /week.

Please send resume and cover letter to: heidi@nwmaritime.org. Position open until filled.