

Job Title: Facility Manager

Reports To: Co-Director

FLSA Status: Non-Exempt

Full time

Prepared Date: May 2022

Approved Date: May 2022

Wage range: \$29 - \$36 per hour

Summary: This position is responsible for managing the operations and maintenance of the 21 Acres LEED Platinum-certified building, coordinating care of the adjacent landscape, and supporting infrastructure on the farm. The Facility Manager will foster a highly-integrated approach to building management on a unique campus that educates about green buildings, agroecology, and local food systems.

This is a highly physical position which will not only manage and assign duties for maintenance staff and manage contractors, but actively work alongside them to maintain and repair the facility. This person will inspect all equipment, ensure hygiene, safety and security of the building, and manage contracts as necessary.

Not only will the Facility Manager ideally have working knowledge of plumbing, electrical, carpentry, and mechanical systems; the Facility Manager also plays an integral role in campus education. Educating about and advocating for regenerative design, the LEED Platinum building, building electrification, and other current issues in the green energy space is critical to the success of this role. Bring your passion to advocate and educate about how the ecology of this facility and accompanying management approach support climate change solutions.

The schedule for this position is **Tuesday through Saturday, 40 hours per week**, with occasional after-hours work as needed.

Salary is dependent on experience, ranging from \$29 to \$36 per hour dependent on experience. Benefits package includes sick and safe leave; Washington's Paid Family and Medical Leave; employer-contributed health, dental, and vision insurance; paid holidays; produce perks; and an employee discount in Farm Market and most onsite education programs.

Every position at 21 Acres involves thriving in a fluid, sometimes hectic environment and contributions to the organization's success amid dynamic priorities, keeping strides alongside other leaders in the field of sustainability. Sharing ideas, laughter, and enthusiasm is strongly encouraged, and preferred. This position requires the ability to represent the 21 Acres mission of climate education by performing the following duties:

Essential Duties and Responsibilities:

- Oversee and actively participate in facility management to include preventive maintenance, equipment replacement, and other long-term facilities management planning.

- Maintain and update a facility procedures manual for building systems as well as relevant campus-wide landscape/infrastructure and waste streams.
- Plan and manage building central services such as security, cleaning, waste disposal, and parking, and coordinate these services for the full campus with other campus departments and Operations Manager.
- Ensure compliance with building, health, and safety codes and industry standards.
- Implement best practices in coordination with Co-Director to increase efficiency and ensure LEED and mission standards are met.
- Provide prompt response to requests and issues from facility users; develop work order procedures including work requests, scheduling, and status updates.
- Take a lead role in Safety Committee meetings; inspect building regularly to identify maintenance or safety issues and coordinate campus inspection.
- Manage monthly safety walks/reports. Assign tasks for resolving identified safety issues in coordination with campus team.
- Supervise maintenance and repair of facilities, equipment and grounds; take corrective action as needed.
- Oversee facility refurbishment and renovations; work closely with campus Soil Team, Co-Directors, Operations Manager, Farm Market Manager, and other stakeholders to coordinate use and renovation of campus spaces.
- Respond to facility and equipment alarms and system failures; manage cause and solutions. *Note: This may require after-hours work and days that the facility is not typically open.*
- Supervise the work, schedules and productivity of one staff Facilities Technician and contractors.
- Plan and monitor appropriate staffing/contract work levels.
- Negotiate, manage and maintain contracts to optimize delivery, cost saving, and adherence to LEED and mission standards; calculate and compare costs for goods and services to maximize cost-effectiveness while adhering to sustainable sourcing policies; supervise and inspect contract work; approve invoices for payment.
- Manage waste stream (compost, recycle, landfill) in coordination with Facilities Technician.
- Maintain and administer IT systems in coordination with Facilities Technician. This includes management of Office 365, wireless network, printer, email, desktop systems, and servers.
- Conduct public and private tours and presentations, serve as a resource, and effectively communicate to visitors information about green building features and systems.
- Manage facility budget; monitor expenses and payments; generate and present regular reports as asked/identified.
- Develop presentations and written materials as needed.
- Successfully work with Co-Directors, all staff, contractors, vendors, volunteers and regulatory agencies to complete smooth facility operations.
- Assist with supervision of volunteers and/or volunteer projects where applicable.

- Support events as necessary by running cables and testing/setting up a PA, sound equipment, projector, etc. Set up and clean up tables and chairs as needed.
- Assist with other various programs and departments as needed.
- Take initiative on maintenance projects and exhibit commitment to overall goals set by management.
- Understand that this position has fluid responsibilities and that no two days look quite the same. Job responsibilities could change at the discretion of a Co-Director as organization takes on new directions and priorities in the climate space. Demonstrating resilience is key to a rewarding experience in this role.

All 21 Acres roles are expected to:

- Convey the importance of climate action to all audiences and visitors to our campus; inspire hands-on collaboration and community participation.
- Build effective working relationships with individuals inside and outside the organization.
- Embrace opportunities to interact with visitors as appropriate and make people feel welcome.
- Contribute to 21 Acres storytelling initiatives by collecting photos and stories from the building systems and facilities team.
- Participate in 21 Acres staff meetings; assist with 21 Acres events and all staff projects as needed.
- Act in accordance with the mission statement; always promote and adhere to organizational values.
- Take initiative on projects and exhibit commitment to overall goals set by supervisor.
- Exhibit regular and timely attendance.
- Communicate and interact professionally and appropriately with coworkers, the public (youth and adults), and customers.

Qualifications: To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, Training or Skills:

Required:

- Knowledge of building science principles and commercial building systems including heating/cooling, HVAC, controls, lighting, water management, refrigeration, life safety and renewable energy technologies including solar, PV, and geothermal.
- 5+ years of experience in building trades or maintenance/repair work including carpentry, plumbing, electrical, and mechanical.
- College degree/certificate or equivalent experience in Facilities Management or related field.
- Ability to read and understand building plans and specifications.
- Working knowledge, with proven experience in the principles and practices of:
 - Financial management
 - Staff management
 - Project management
- Sound knowledge of health, safety, and environmental regulations.
- Solid computer and systems knowledge.
- Strong communication skills and ability to read, write, type, and communicate in English.
- Willingness to grow and improve educational, speaking, and writing skills with the purpose of collaborating with others to engage in federal, state, and local advocacy initiatives.
- Strong self-direction, interpersonal skills, ability to successfully work independently and with diverse teams.
- Commitment to a collaborative work environment across all departments.
- Superb attention to detail, problem-solving skills, creativity, initiative, and ability to prioritize tasks appropriately.
- Commitment to working with diverse populations, language learners, and building engagement with diverse communities.
- Demonstrated commitment to both racial and social equity and environmental stewardship.
- Proficiency with the Microsoft Office Suite.
- Ability to work outdoors with varying and uneven topography, on a roof (with proper safety equipment), and in all seasons and weather conditions.
- Superb attention to detail, problem-solving skills, creativity, initiative, and ability to prioritize tasks appropriately.
- Ability to maintain productivity, innovation, and sense of humor in dynamic work environment.
- Must submit to a Washington State Background Check (*Having a criminal record will not necessarily disqualify you from the position depending on the nature of the job and the offense*).
- Must have a Driver's License and be willing to drive 21 Acres vehicles as needed.
- Possess LEED credential (either GA or AP) or be willing to obtain after hire.
- Experience setting up A/V systems, including hardware and software.

Preferred:

- IT management and troubleshooting experience
- 7+ years' experience in building trades or maintenance/repair work
- Proficiency in MS Project or other Project Management software
- OSHA certification

Physical Demands and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The 21 Acres facility is a LEED Platinum certified building that facilitates a learning environment for sustainable and regenerative living. Tours and general work involve maneuvering over unpaved and uneven grounds, some of which is farmland. The work environment sometimes has a moderate to high noise level. The 21 Acres Farm has the normal sounds and smells of a farm along with visitors, tours, and volunteers.

This position frequently involves mobility between first and second floors, and the outdoors; reaching, bending, climbing ladders, grasping, lifting, pulling, pushing, standing, kneeling, squatting, and twisting; ability to lift and carry items up to 50 lbs.

21 Acres is an Equal Opportunity Employer. 21 Acres is committed to cultivating a culture of justice and equity. Discrimination on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law is strictly prohibited. All employment is decided on the basis of qualifications, merit, and our current needs. Please join our team and play a key role in our goal to advance justice in climate action.

To Apply: Please send an email to jobs@21acres.org with **one PDF** attached that includes both your **resume** and a **cover letter** addressing how your background, knowledge, and enthusiasm fits with the detailed job requirements.

To learn about other open positions at 21 Acres, please visit our [employment page](#).