

## **FACILITIES MANAGEMENT HELP WANTED:**

Berks Nature is looking to hire a facilities manager. Main duties will be to steward, maintain and manage Berks Nature's nature center, The Nature Place. The Facilities Manager will inspect and maintain electrical, plumbing, HVAC and some landscaping, will schedule routine maintenance, plan new projects and perform emergency repairs. Must be at least 18 years of age or older. Requirements range from college degree to a minimum level of experience working in facilities management. Ideal candidates include those with a genuine interest in and experience with general contract work, a love of the out-of-doors, and a genuine appreciation in working with diverse audiences.



**Compensation:** This is a paid, non-exempt, full-time position. Wage range \$19-\$25/ hour (\$40,000 - \$52,000/year) commensurate with experience. This position qualifies for paid time off, participation in health insurance, and a 401K plan.

**Applications being accepted until September 5, 2022 at 12 noon.**

Please send the following documents electronically to [kim.murphy@berksnature.org](mailto:kim.murphy@berksnature.org):

- Resume
  - Cover letter detailing your experience
  - Full contact information for 3 professional references
- Salary/wage requirements

To learn more about Berks Nature visit [www.berksnature.org](http://www.berksnature.org)

Please, no phone inquiries. Thank you.

### **Facilities Manager Berks Nature**

Scope of work: The Facilities Manager is responsible for the maintenance, safety and management tasks that promote a clean and safe working environment for The Nature Place and any other facilities that Berks Nature owns or may acquire. The Facilities Manager will inspect and maintain electrical, plumbing, HVAC and some landscaping on the premises; he/she/they will schedule routine maintenance, plan new projects and perform emergency repairs. Facilities manager will schedule janitorial services to keep the building's interior attractive and hygienic. Facilities manager will assist with event preparation as necessary. Also responsible for assisting in the stewardship and maintenance of real estate owned or leased by Berks Nature. This position is perfect for someone who can both manage multiple tasks and is willing to do hands on work. This position is shared with another non-profit organization for contract work; however, the position is a Berks Nature position

Position reports to: President

#### **Essential Job functions:**

*Specific duties include but are not limited to:*

Maintenance administration

- ✓ Monitor the safety, organization, and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces.

- ✓ Help to create and 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
- ✓ Oversee and administer the facilities and maintenance budget
- ✓ Ensure maintenance and safety checks are performed on all equipment and facilities and are logged appropriately
- ✓ Develop and maintain an inventory of all BN equipment and tools; conduct annually
- ✓ Oversee the maintenance and cleaning of BN facilities, grounds, and equipment
- ✓ Develop and maintain a capital budget and priorities of improvements needed on our facilities.
- ✓ Develop and maintain a reasonable annual budget for maintenance of The Nature Place and other acquired facilities

**BN facilities:**

- ✓ Inspect and perform routine maintenance on HVAC units, plumbing and electrical needs (filters, washers, bulbs, etc.)
- ✓ Inspect buildings and grounds weekly for damage, vandalism, and other issues
- ✓ Manage cleaning and maintenance tasks
- ✓ Perform routine maintenance on facilities and make repairs as needed
- ✓ Schedule routine inspections and emergency repairs with outside vendors
- ✓ Ensure proper security measures for The Nature Place including collaborating with security system vendors or a team of security professionals
- ✓ Manage building recycling program

**Seasonal maintenance:**

- ✓ Prepare facilities for changing weather conditions
- ✓ Work with Land Stewardship team and volunteers to maintain all lawn and garden areas
- ✓ Work with Land Stewardship team to perform seasonal maintenance such as spring cleanup, fall leaf removal, and snow removal as needed

**Vehicles and equipment:**

- ✓ Work with land stewardship team to perform all routine maintenance (oil changes, tire rotations, etc.) on all vehicles, including tractor, lawn mower, tiller, snow blowers, etc.
- ✓ Take BN 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 team 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

**Other**

- ✓ Perform other duties that may be assigned
- ✓ This position is shared with another non-profit organization for contract work; however, the position is a Berks Nature position.

General Berks Nature Administrative Duties:

- ✓ Staff meetings, financial reporting, filing, report creation

- ✓ Participate and support Berks Nature events
- ✓ Attend occasional board meetings and/or public information meetings
- ✓ Berks Nature is a collaborative; team environment and this position will occasionally support other staff with related projects and programs

Qualifications (Minimum qualifications and experience)

A successful candidate will have broad skills and knowledge of the field of general carpentry, routine maintenance. He/she/they will:

- ✓ Hold a bachelor's degree, and/or hold a trade certification and/or 3-5 years related experience or equivalent combination;
- ✓ 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
- ✓ Must pass a background check
- ✓ Be able to work with a broad-based constituency that includes influential people who may have divergent views related to environmental issues;
- ✓ Have the ability to design, implement, and direct multiple projects, setting deadlines and ensuring program accountability;
- ✓ Maintain the confidentiality of sensitive information;
- ✓ Experience in managing employees, interns, volunteers and/or temporary employees;
- ✓ Experience in MS Office word processing, spreadsheet and database management and other office software; knowledge of Acrobat, online meeting platforms;
- ✓ Previous experience in non-profit or government work a plus;
- ✓ Must be able to attend occasional evening or weekend meetings and/or events;
- ✓ Position requires work outdoors and standing for long periods of time;
- ✓ Have a valid driver's license and dependable transportation

Experience Preferred but Not Required:

Friendly, helpful demeanor  
 Solution oriented  
 Plumbing  
 Electrical work  
 General contract work

Knowledge Skills and Abilities:

Excellent organizational skills  
 Ability to communicate well and regularly with our team  
 Project management skills  
 Plumbing  
 Electrical experience  
 General contract/repairs and maintenance experience

Physical Aspects of the Position:

While performing the duties of this position, the employee is frequently required to sit, bend at the waist, drive to various locations and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel or squat, climb stairs and lift up to 50 lbs. The employee should have the ability to hike

over uneven/steep terrain with materials. Close vision is required for reading of documents and computers, and distant vision and depth perception are required for land analysis. Some physical requirements of this position could be endurance including standing, walking or hiking, some bending, stooping, and stretching. Verbal communication to groups in an outdoor setting. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate activities/programs.

Working Conditions:

Berks Nature offices and The Nature Place and its campus are smoke-free. The Facilities manager is stationed at their own workspace in an open office atmosphere in our nature center building. Successful candidates should have the ability to work harmoniously in a friendly environment. The ideal candidate will be a self-directed, flexible team player and strategic thinker.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

*Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.*

Berks Nature is committed to a policy of equal employment opportunity. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.

*H: Staff: applications; #Facilities Manager; 2022 Facilities Manager*