

**Willard G. Pierce and Jessie M. Pierce Foundation, dba  
PIERCE CEDAR CREEK INSTITUTE**

**POSITION DESCRIPTION**

TITLE: **Facilities Manager**

REPORTS TO: Operations Director

INCUMBENT:

STATUS: Salaried Associate (NON-EXEMPT)

DATE: October 2020

**BROAD FUNCTION:** The Facilities Manager is responsible for the oversight and maintenance of Institute's campus buildings, grounds, sidewalks, driveways and parking areas, and equipment. The Facilities Manager is also charged with the day-to-day operational management of Institute housing and facilities for programs and groups and providing on- and off-hour security. On-site housing is provided.

**PERFORMANCE MEASUREMENTS:**

- Maintain Institute facilities and equipment in top condition, making recommendations to ensure continued improvement.
- Evaluate and project long-term maintenance and capital needs.
- Develop, communicate, and implement processes and procedures needed to ensure safe and effective operations, recommending policy changes as needed.
- Ensure duties, projects, and activities are coordinated with and communicated to management and other departments and completed on time and within budget.

**ACCOUNTABILITY:** The Facilities Manager is accountable to the Operations Director.

**PRIMARY DUTIES & ACTIVITIES:**

**Management Responsibilities:**

- Provide on- and off-hour security and building management, responding appropriately to emergencies or urgent issues.
- Provide other on-call staff the information needed to ensure proper procedures are followed and appropriate responses taken.
- Manage facilities staff to ensure facilities are maintained and ready for operational needs.
- Maintain records and prepare periodic reports and procedures pertaining to the facilities department. Maintain Safety Data Sheet and Facility Operations manuals.
- Develop and maintain budgets and long-term capital and maintenance plan documents.
- Assist other departments as may be required in support of their work activities.

**Buildings, Grounds, and Equipment:**

- Maintain Institute facilities and equipment, utilizing a preventative maintenance plan.
- Assist the Finance Director as needed with computer, audio/visual, and communications systems.
- Maintain records of work performed for historical tracking and planning.
- Maintain Institute water systems to health department standards.
- Assist with land/trail projects as needed.
- Work with the HR & Hospitality Manager and other staff members to address housing and facility needs.

**Other Areas of Responsibility:**

- Educate staff and volunteers on the proper use and care of Institute facilities and equipment.
- Ensure all fire, life safety, and other safety programs are established and followed. Provide periodic training to staff and volunteers and carry out alarm drills with staff.
- Retain and oversee the services of outside vendors and contracted workers in areas of responsibility and in accordance with existing policies and procedures.
- All other duties as assigned by the Operations Director.

**POSITION REQUIREMENTS:**

- College degree preferred but not required.
- Strong understanding of and experience in facilities management.
- Strong organizational and management skills, especially oral and written communication skills.
- Basic computer skills including Microsoft Office and Outlook.
- Ability to coordinate several activities at once, analyze and resolve specific problems, and prioritize work demands.
- Ability to work with a variety of people and be flexible.
- Physical ability to complete tasks assigned.
- Commitment to the Pierce Cedar Creek Institute mission.

**ORGANIZATIONAL RESPONSIBILITY:** The Facilities Manager is responsible for the overall condition, appearance, and function of the physical plant, site security, and site infrastructure.

**PLANNING & BUDGETING RESPONSIBILITY:**

- Prepare annually and operate within an approved budget.
- Initiate and follow through on all planning efforts needed to successfully complete job responsibilities.
- Recommend capital improvements and other facility needs to management.

**SUPERVISORY RESPONSIBILITY:** The Facilities Manager is responsible for the supervision and management of the maintenance/housekeeping staff, seasonal staff, volunteers, and contractors as needed.