



## **Facilities Lead POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Facilities Lead
<b>CLASSIFICATION:</b>	Full-time, Non-Exempt
<b>HOURS:</b>	40 hours per week, Weekend and Occasional Evening Hours Required
<b>SALARY:</b>	\$25 Per Hour; Competitive Benefits Package
<b>REPORTS TO:</b>	Community Stewardship Manager

### **POSITION SUMMARY**

LandPaths seeks an individual with a passion for building a diverse, healthy and whole community connected with the land. The Facilities Lead oversees the maintenance of infrastructure (buildings, utilities, fences, office) and vehicles to support LandPaths' educational and community goals. The Facilities Lead will apply up-to-date green building practices, technology, and fire-safe materials to develop a mission-oriented approach to facilities management. The Facilities Lead will also represent LandPaths in the field by engaging volunteers, community partners, and contractors in active facilities management. The Facilities Lead reports to and works in collaboration with the Community Stewardship Manager to train and mentor staff, interns and volunteers and to evaluate facilities projects. The ideal candidate is creative and experienced in facilities maintenance, excels in an active work environment, is committed to equity in access to nature, and loves the outdoors.

### **POSITION DUTIES**

- Become knowledgeable and conversant in all aspects of LandPaths' mission, strategic plan, preserves and community programs
- Develop and deepen through active listening and mutual understanding, relationships to engage and expand volunteer participation, advancing LandPaths' goals
- Apply LandPaths' mission and values to facilities management
- Assess LandPaths' current infrastructure and develop, with manager support, a multi-year Facilities strategy

### **Program Implementation & Administration**

- Develop a LandPaths' Facilities and Vehicle Maintenance Plan, including annual goal setting, planning, implementation, and evaluation
- Lead facilities upgrades, repairs, and maintenance, across preserves to support LandPaths' initiatives
- Implement effective facilities management volunteer workdays when applicable, including all day-of-program logistics, and safety
- Oversee and manage contractors from beginning to completion of project: planning, communication, bid requesting and on-site coordination
- Train and mentor staff in tool, vehicle, and facilities use and maintenance
- Monitor facilities budgets for each preserve
- Monitor contract, grant, and program deliverables
- Oversee completion of tracking and invoicing spreadsheets
- Maintain strong communication with interested interns/volunteers from recruitment, selection, participation and field day reports, to project accomplishments

- Stay up to date on best practices and techniques, maintaining an awareness of changing standards in relevant fields, such as green infrastructure, building materials and technology, sustainable materials
- Communicate accomplishments and impact for outreach and fundraising needs

## EXPERIENCE AND QUALIFICATIONS

*Qualifications representative of the knowledge, skills, and/or ability that a successful candidate will possess:*

- A genuine passion for sustainability and equity
- 5-years' experience with facilities/vehicle maintenance and a variety of tools, including experience in basic construction, plumbing, carpentry, electrical, and chain saw use
- Knowledge of County Permitting and the permitting process
- Knowledge of erosion control, road maintenance, and trail building
- Experience with program or project management and implementation
- Excellent interpersonal and communication skills
- Detail oriented and well organized
- Ability to work in a cross-cultural workplace, bi-lingual or other multi-cultural understanding
- College degree or HS diploma (or equivalent) and relevant work experience

## ATTRIBUTES

*A successful candidate will embrace LandPaths' values and culture, including the following:*

- Share LandPaths' commitment to fairness and equity
- Thrive in a creative, problem-solving atmosphere of shared leadership and desire to have a positive impact
- Enjoy learning and supporting the work of others
- Excel in a strong team centered, collaborative work environment, while able to work independently
- Work best in busy work environment, managing multiple variables with divergent goals
- Possess high integrity and strong commitment to program and organizational goals
- Demonstrate confidence in area expertise; flexible, able to engage with new ideas and approaches
- Enjoy and contribute to a positive work environment
- Patient with process and impatient for progress
- Willingness to engage with and work to address issues of power, privilege, and inequity

## PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform this job. The Facilities Lead frequently works outdoors, around hand and power tools using personal protective equipment, walking on uneven ground and steep hillsides, with potential exposure to excessive noise and temperature extremes. They may be expected to lift and move objects weighing up to 50 lbs. and hike up to five miles.

## COMPENSATION

This is a full-time position. Salary for this position is \$25 per hour. LandPaths' compensation includes health and dental coverage, retirement savings, and generous paid leave package.

## TO APPLY

Interested applicants should send a BRIEF AND SPECIFIC cover letter and resume to LandPaths ~ attn: HR, 618 4<sup>th</sup> Street, Suite 217, Santa Rosa, CA 95404 or [hr@landpaths.org](mailto:hr@landpaths.org). Recommended deadline to apply is Friday, October 28, 2022; open until filled.