

Position Description

Position Title:	Facilities Manager
Reports To:	Director of Finance and Administration
Salary:	\$26.50 - \$29.00 per hour, DOE
Pay type:	Hourly pay
Pay Status:	Non-exempt; eligible for overtime
Benefit status:	Eligible for all benefits
Hours:	40 hours per week; 5 days/week May - September hours are 5:30am - 2:00pm October – April hours: are 6:30am - 3:00pm Hours may vary and are subject to change Some nights or weekends may be necessary throughout the year May be called for emergency issues outside of regular hours

Organization Summary

Tohono Chul is a beloved 49-acre public garden in Tucson, Arizona, founded in 1985. Our mission is to serve as a community oasis, where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive. A destination for both local residents and global visitors, it has been recognized as "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

Position Summary

Tohono Chul is seeking a collaborative and detail-oriented Facilities Supervisor who embraces our mission. This essential role requires adept organization and prioritization skills in a dynamic environment. The Facilities Supervisor will oversee the maintenance and functionality of Tohono Chul's structures, grounds, buildings, vehicles, and equipment. Tasks will encompass a diverse range including carpentry, electrical, plumbing, HVAC, painting, paving, general cleaning, and miscellaneous labor. This position operates in varied conditions, including exposure to extreme heat and cleaning materials, occupying small spaces and heights, and engaging in physical labor, including heavy lifting. Additionally, the Facilities Supervisor oversees and is responsible for managing the Facilities Assistant(s) and contracted custodial services. In addition to the hours stated above, the role requires occasional evenings, nights, holidays, and on-call hours as needed.

Essential Duties and Responsibilities

- Construction & Maintenance
 - Adheres to operations and maintenance guidelines to ensure standards of care are met.
 - Inspects buildings and structures to confirm working order, detect malfunctions, and ensure cleanliness, safety, and functionality for staff, guests, and events. Performs necessary repairs promptly.
 - Manages, tracks, and prioritizes maintenance requests efficiently and transparently.
 - Properly documents all repairs and new installations.
 - Performs minor electrical tasks such as replacing lightbulbs, fuses, switches, outlets, and other tasks based on the staff member's experience.
 - Conducts minor plumbing repairs, including fixing leaks in drains and faucets, unclogging drains, and other tasks based on the staff member's experience.
 - Handles basic maintenance and repairs for mechanical systems, such as replacing HVAC filters, cleaning refrigerator coils, and checking refrigerant lines for leaks.

Position Description

- Performs painting, carpentry, and masonry tasks for both the interior and exterior of buildings and grounds.
- Maintains heating and plumbing systems to ensure optimal functionality.
- Ensures timely inspection of fire protection and alarm systems, scheduling repairs when necessary.
- Keeps the shop stocked with standard parts, ensuring a clean and safe work environment free of hazards.
- Orders special parts and equipment with director approval, maintaining records of manuals and documentation.
- Staff Supervision & Coordination of Outside Services
 - Supervises and manages the Facilities Assistant(s).
 - Serves as the primary contact for coordinating custodial services, ensuring quality standards are consistently met.
 - Acts as the main liaison for coordinating external services (e.g., building trades, waste management) and ensures these services meet quality standards.
- Record Keeping
 - Maintains records of building and grounds modifications, including as-bults and other documentation,
 - Conducts regular safety inspections of buildings and grounds, documenting areas needing intervention and tracking subsequent repairs or replacements.
 - Creates maps, inventories, and records of existing conditions and recommended modifications as directed.
 - Collaborates with the Director to track spending, ensuring efficient use of funds and alignment with budget priorities.
- Miscellaneous
 - Assists with setup for Tohono Chul events.
 - Performs other duties as assigned.

Education and Experience

- Associate's degree (A.A.) or equivalent from a two-year college or technical trade school, or an equivalent combination of education, training, and experience.
- Five to seven years of experience managing a facility or campus with multiple stakeholders, facilities, and systems.
- Experience supervising staff in a friendly, cooperative, and motivational manner.
- Experience in maintaining and repairing equipment and facilities.

Knowledge, Skills and Abilities

- Basic understanding of electrical, mechanical, plumbing systems.
- Knowledge of general maintenance processes, and methods.
- Proficient in the use of tools, common appliances, and maintenance techniques.
- Strong communication and organizational skills.
- Ability to evaluate objectively, fairly and consistently.
- Capable of working independently while managing multiple tasks and priorities.
- Able to follow oral and written instructions accurately.
- Able to work effectively as part of a team.
- Ability to read and interpret safety rules, operating manuals, and maintenance instructions.
- Proficiency in computer software, including Microsoft Outlook, Word, and Excel.

Position Description

- Must meet all physical requirements and be able to follow direction.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Diversity, Equity and Inclusion:

Tohono Chul is proud to be an equal opportunity employer. We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our mission.

Employee Safety

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for notifying their supervisor any conditions within the building or grounds that may be hazardous to employees, volunteers or visitors.

Physical Demands

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 may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires frequent standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee may have to lift and or move up to 50 pounds, anything greater should be done with assistance. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment is usually moderate.

To Apply

Submit resume and cover letter via email to: Humanresources@tohonochul.org