

Position Description

Position Title:	Facilities Manager
Reports To:	President/CEO
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; Monday- Friday 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 locals 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 skilled Facilities Manager who has experience working on a campus environment, embraces our mission and is adept in organization and prioritization skills in a dynamic environment. The Facilities Manager is responsible for the maintenance, safety, and operational efficiency of all buildings and visitor facilities at Tohono Chul and ensures that the work is aligned with sustainability goals. The Facilities Manager also supports long-term capital project planning and execution. The Facilities Manager works closely with horticultural, guest services, volunteer, and administrative teams to support the garden's mission while enhancing the guest experience. Additionally, the Facilities Manager oversees the Facilities Assistant and contracted services.

Essential Duties and Responsibilities

Facilities Maintenance & Operations

- Oversee the maintenance and repair of buildings, garden structures, greenhouses, pathways, infrastructure, water features, hardscape areas, lighting, restrooms, parking areas, and visitor facilities.
- Ensure all HVAC, plumbing, electrical, and mechanical systems function optimally.
- Develop and implement preventative maintenance programs for all buildings, infrastructure, vehicles/golf carts, and equipment.
- Coordinate with vendors and contractors for repairs, renovations, and new projects.
- Work closely with gardens team to maintain garden vitality and quality guest experience

Health, Safety & Compliance

- Ensure all facilities comply with local building codes, environmental regulations, and safety standards.
- Implement and perform safety protocols, guest safety (including snake and wildlife interactions) and emergency preparedness plans.

Position Description

- Conduct regular inspections to identify hazards and address maintenance issues.
- Manage security and surveillance systems to ensure the safety of visitors, staff, and assets.
- Train staff on safety procedures, fire prevention, and emergency response.

Sustainability & Environmental Stewardship

- Oversee the implementation of environmentally sustainable practices, including waste management, energy efficiency, and coordinate with gardens team on water conservation.
- Work with horticultural teams to support eco-friendly pest management and soil conservation efforts.
- Monitor and manage sustainable energy use across all facilities.

Project & Budget Management

- Develop and manage annual and five-year budgets for operations, facility maintenance, repairs, and capital improvements.
- Plan and oversee construction and renovation projects, ensuring timelines and budgets are met.
- Seek cost-effective solutions for maintenance and facility operations.

Team Management & Coordination

- Supervise and train facilities staff, custodians, and contractors.
- Collaborate with horticulturists, educators, and visitor services teams to ensure smooth daily operations.
- Schedule and assign tasks to ensure facilities remain in excellent condition.

Education and Experience

- Bachelor's degree in Facilities Management, Engineering, Environmental Science, or related field (preferred).
- 5+ years of experience in facilities management, preferably at a campus, botanical garden, park, or public attraction.

Knowledge, Skills and Abilities

- Strong knowledge in building maintenance, electrical, plumbing and mechanical systems, campus infrastructure, and sustainability practices.
- Experience managing budgets, contracts, and vendor relationships.
- Ability to manage, schedule and prioritize short term and long-term projects concurrently
- Proficient in the use of tools, common appliances, and maintenance techniques.
- Excellent verbal and written communication skills.
- Capable of working independently and as part of a team.
- Proficiency in Microsoft Office and project management platforms
- Must meet all physical requirements and be able to follow direction. Ability to work outdoors in varying weather conditions and handle physical tasks when necessary.
- Familiarity with environmental regulations, OSHA standards, and fire safety codes.
- Certified Facility Manager or Facility Management Professional (preferred)
- OSHA Safety Certification (a plus)
- First Aid & CPR Certification (preferred)

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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