

Position Description

Position Title:	Facilities Assistant Manager
Reports To:	Gardens Manager & Facilities Manager
Salary:	\$45,760-\$49,920 per year, DOE
Pay type:	Salaried pay
Pay Status:	Exempt; not 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 skilled Facilities Assistant Manager who has experience working in a dynamic, fast paced environment, embraces our mission and is adept at organizing and prioritizing tasks with multiple stakeholders. This role is focused on coordinating and scheduling contractors, volunteers, and other staff for maintenance, repairs, and services while ensuring smooth operations. Further, this role ensures that the work aligns with TCP's sustainability goals. The Facilities Manager works closely with the horticulture, guest services, volunteer, and administrative teams to enhance the guest experience.

Essential Duties and Responsibilities

Facilities Maintenance & Operations

- Contractor Coordination: Schedule, assign, and oversee third-party vendors and contractors for maintenance, repairs, and facility upgrades.
- Scheduling & Planning: Develop and maintain schedules for contracted services, ensuring minimal disruption to daily operations. Develop and implement preventative maintenance programs for all buildings, infrastructure, vehicles/golf carts, and equipment.
- Vendor Management: Communicate with vendors to negotiate service agreements, ensure compliance, and track performance.
- Volunteer Management: identify and cultivate volunteer support for facilities maintenance.
- Budget & Cost Control: Monitor utility and contractor costs, review invoices, and ensure work is completed within budget.
- Compliance & Safety: Ensure all work follows safety regulations, company policies, and contractual agreements.
- Facility Maintenance Oversight: Track work progress, verify completed tasks, and address issues as they arise.

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- **Documentation & Reporting:** Maintain records of scheduled maintenance, contractor performance, and facility improvements.
- **Stakeholder Communication:** Liaise with internal teams to prioritize facility needs and resolve issues promptly.
- **Mapping & Recordkeeping:** Work with the Living Collections Coordinator to map and document utilities so that they can be easily located, and update records as needed.

Health, Safety & Compliance

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

Education and Experience

- Bachelor's degree in facilities management, engineering, environmental science, or related field (preferred).
- 3+ years of experience in project management, maintenance coordination, or vendor management
- Experience working with contractors in a corporate, industrial, or commercial setting
- Familiarity with budgeting and cost management

Knowledge, Skills and Abilities

- Strong organizational and multitasking abilities
- Excellent communication and negotiation skills
- Ability to interpret building plans and utilities maps
- Knowledge of facility management best practices
- Ability to manage vendor contracts and service agreements
- Proficiency in scheduling software or CMMS (Computerized Maintenance Management Systems)
- Problem-solving and critical-thinking skills
- 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.
- OSHA Safety Certification (a plus)
- First Aid & CPR Certification (preferred)

Please note this job description is not designed to cover or contain a comprehensive listing of

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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