



## Facilities Manager

### Gilsland Farm Audubon Center, Falmouth, Maine

Maine Audubon is a widely-respected conservation organization with headquarters located in Falmouth, Maine, and influence statewide. Our mission is to conserve Maine's wildlife and habitat through conservation, education, and advocacy. We are seeking a full-time Facilities Manager at Gilsland Farm in Falmouth, Maine. This is a hands-on skilled position that assists with a variety of property maintenance needs.

The Facilities Manager reports to the Director of Properties and leads the day-to-day maintenance of Maine Audubon's Gilsland Farm's grounds, buildings, and associated structures, in a manner consistent with Maine Audubon's mission, in order to provide a welcoming, friendly, safe, and clean environment for visitors and employees. Additional duties as assigned may take place off-site at other Maine Audubon wildlife sanctuaries.

The successful applicant will have core competencies in:

**Facilities Maintenance:** Utilize a broad skillset to maintain building infrastructure, enhance environmental health & safety, and maintain professional appearance of our facilities including preventative maintenance at multiple buildings at our Gilsland Farm center.

**Grounds keeping:** Promote the ecological integrity, functional use, and aesthetic appeal of the maintained grounds, and meadows at Gilsland Farm.

**Database Management:** Assist in the development of a facilities management database that inventories and tracks annual, preventative, and reactive maintenance.

#### Essential Duties

- Maintain the Gilsland Farm sanctuary buildings performing routine repairs, light renovations and maintenance.
- Assist with set-up of events and programs which utilize our Gilsland Farm buildings and grounds
- Maintain and enhance the managed landscape with mowing, string trimming, and weeding
- Develop, document, and implement an annual cyclical schedule for building maintenance tasks such as painting, carpentry repairs, upkeep.
- Perform annual bush hogging of Gilsland Farm's meadows
- Coordinate volunteers for maintenance projects as necessary
- Schedule, track and execute general building maintenance and repair projects and seasonal tasks
- Perform routine maintenance and repair on various mowers, power tools, and other landscape equipment

- Perform winter snow clearing operations, including snow blower operation, hand shoveling, and tractor operation (including weekend storms)
- Perform and document monthly building and site inspections
- Assist the Director of Properties with special projects as needed at Gilsland Farm and other Maine Audubon sanctuaries.
- Collaborate with Maine Audubon's Land Steward on projects that integrate the managed landscape with Maine Audubon's conservation goals, as well as projects at other sanctuaries as needed.

## **Qualifications**

- Prior experience in a grounds or facilities management role with demonstrated experience and understanding in carpentry, drywall, painting, plumbing, and/or electrical work.
- Knowledge and work experience in use of hand tools, power hand tools, and basic knowledge of maintenance of these tools
- Ability to work independently and take initiative to follow through on job responsibilities
- Experience working with power equipment such as riding mowers, and a variety of power tools
- Works effectively and respectfully with team members and customers from different backgrounds and cultures.
- Experience in managing buildings for staff as well as public use
- Computer literate (experience designing, managing, or utilizing a facilities database is a plus)
- Effectively creates an inclusive work environment in which team members feel welcomed and valued. Able to work with others and enjoy the collaborative process.
- Valid driver's license with good driving record
- Must be able to pass a criminal background check

## **Physical Requirements**

- This position has substantial physical demands including the ability to safely handle heavy equipment and materials
- Able to lift objects up to 50 lbs.
- Able to frequently hike natural woodland trails, including all trails on Gilsland Farm
- Able to work outside in all seasons and weather conditions
- Able to climb stairs
- Able to drive passenger vehicles and pickup trucks

## **Timing, Compensation, and Benefits**

This is a full-time, year-round 40 hours per week position, Monday-Friday, approximately 7:30 am – 4:00 pm with occasional weekend work for special events. Maine Audubon offers a full benefits package including paid health insurance, paid time off, and contribution to retirement savings.

**Compensation range is \$20 - 24 per hr depending on experience.**

**To apply:** Please send a cover letter highlighting your expertise and interest in the position and resume to Noah Gleason-Hart at [careers@maineaudubon.org](mailto:careers@maineaudubon.org). We encourage you to apply even if you don't meet 100% of the requirements but believe that you'd be great at this role. We will begin reviewing applications immediately. Resumes are accepted on an ongoing basis.

*Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.*