

Facilities Manager Position (Oregon)

WildCat Ridge Sanctuary is looking for someone to head up building projects at the sanctuary. Also, they will be responsible for the day to day maintenance and upkeep of buildings, habitats, grounds, and equipment in accordance with current standards at WCR. Will also serve as the primary contact for all service and construction vendors.

Additional responsibilities include training, leading and mentoring volunteers in facility and construction projects in a positive manner. Schedules projects with the Executive Director is responsible for equipment, tool, and vehicle maintenance, and is in charge of teaching volunteers the proper usage and care for equipment and the site. We are looking for someone who is interested in making a difference in the lives of animals. It is a very specific job for a very specific candidate. The goal is to provide a safe, lifetime home for the animals we care for. Must be able to work safely and efficiently while meeting tight and varying deadlines.

Duties:

1. Ensures that vehicles, equipment are in good repair and safe and inspected/maintained on a regular basis.
2. Able to work independently but also positively engage and mentor others in facility, construction projects and train proper use of equipment.
3. Lead construction projects with interns and volunteer crews with a positive, can-do attitude.
4. Inventory and order materials and supplies for facilities and construction projects and receiving appropriate approval.
5. Maintain the well, septic system, electrical system, and any other systems that support the buildings and animal compound.
6. Develops relationships with stores, vendors, and suppliers in an effort to obtain cost-effective procurement.
7. Oversees and monitors on-site contractors, servicemen ensuring the safety of all animals and individuals on the property.

8. Responsible for bidding construction, service and other projects with the assistance of the Executive Director.
9. Ensuring accurate and timely communication to all staff and volunteers on projects and needs. Managing volunteer work and train volunteers as needed.

Qualifications and Experience

Adhere to facility policies, procedures, and protocols.

Professional respect, empathy, and kindness toward coworkers as well as volunteers and donors.

Calm, friendly and outgoing personality with a willingness to guide, teach and learn from others, including interns and volunteers.

Understanding that this is a non-traditional, full-time position requiring a flexible, non-traditional schedule and commitment.

Ability and desire to work in a fast-paced, ever-changing environment and embrace flexibility.

Must be able to handle the physical and emotional aspect at work and have a high level of resiliency.

Critical thinker who can offer recommendations and creative solutions.

Willingness to do what is needed at the moment to benefit the animals and organization. (*Regardless if this falls under job description*)

Must be results-oriented, self-reflective and take responsibility for actions.

Attention to detail as it pertains to animal wellness and safety. (Always going above and beyond for the animals)

Reliable transportation to our rural location in all four seasons is required.

Possession of a valid driver license.

Demonstrate experience in managing a team and construction projects.

Ability to be onsite for emergency repairs, natural disaster response, etc. in a timely manner in order for the Sanctuary to maintain general operations.

Knowledge of construction, maintenance procedures and ability to make simple repairs (small engine, electric, plumbing, etc.) Welding skills a plus.

Minimum three (3) years-experience in work relevant to construction, maintenance or similar field.

Ability to lift up to 60 pounds and bend, stoop, crawl and walk on uneven surfaces.

Ability to work in extreme weather conditions from 100 degree days to freezing temperatures.

Ability to operate all vehicles such as trucks, vans, tractors and utility vehicles.

Ability to utilize hand and power tools

Job Type: Full-time

Starting Salary: \$38,000.00 to \$40,000.00 /year

This is a very strenuous position, employee must be in good physical shape.

A high school diploma is required. A technical degree or equivalent work experience is preferred. This individual must possess a valid driver's license, advanced construction and maintenance skills, positive people skills, and management skills. This person must be comfortable interacting with a variety of people, be computer literate, able to work weekends and on-call during inclement weather, be multitask oriented, possess great communication skills, and be able to work under stress with a variety of influences. It is expected that any employee of WCR supports the mission and values of the Sanctuary. WCR employees must have compassion and respect for all animals.

The employer reserves the right to modify, change or add to the duties of this job description at any time. The employee understands and acknowledges that this position is terminable at will at any time by WCR. We are a non-smoking facility.

Send a resume, current DL, three references with contact information and explain why this job would be a good fit for you to:

wildcatridgesanctuary@gmail.com