



## FACILITIES AND GROUNDS ASSISTANT MANAGER

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wolfesneck.org

### A Bit About Us

Wolfe's Neck Center for Agriculture & the Environment (WNC) is a fast-growing, national nonprofit organization based on a campus of over 600 acres of coastal farmland in Freeport, Maine. Our work is dedicated to creating a world where agriculture and food systems support farmer viability, thriving ecosystems, and vibrant communities. Through regenerative farming, innovative research, and collaborations, Wolfe's Neck Center works to advance agriculture - on our own farm and nationally - to accelerate holistic change in food systems and mitigate the effects of a changing climate.

### Position Overview

Wolfe's Neck Center is seeking an experienced, organized, creative and energetic candidate to serve as our Facilities and Grounds Assistant Manager. This full-time, year-round position reports to the Senior Manager of Facilities and Grounds and works closely with staff across the organization to ensure that all WNC buildings and grounds are well maintained and in working order. Under the direction of the Senior Manager, this assistant manager will plan, organize, and actively supervise the work and work needs of the Facilities and Grounds team. This position is responsible for assisting in the development of policies, maintenance programs, staff training, and inspection of work performed.

### Primary Responsibilities

- Responsible for the maintenance and operation of the organization's physical plant and grounds, to include custodial, maintenance, grounds, vehicles, facility operations, build-out, and repair projects
- Assist with the planning, prioritization, scheduling, and performance of all required maintenance
- Supervise, direct, assign, and evaluate the daily work of assigned staff and volunteers
- Mentor and lead staff on work projects when a higher level of skill is required
- Assist with establishing and following preventative maintenance schedules for all areas of responsibility, including grounds, buildings, vehicles, and equipment
- Provide leadership, including effective deployment of staff, scheduling, training, and evaluation
- Utilize work order database software to prioritize, plan, and communicate
- Assist with the development and monitoring of departmental procedures to ensure a safe, efficient, and cost-effective operation
- Conduct inspections of facilities, grounds, and equipment and initiate corrective action
- Respond to campus physical plant emergencies
- Communicate matters involving personnel and facilities in a current and timely manner to the Manager
- Ensure compliance with established safety regulations and precautions by all facility and grounds staff, and volunteers
- Provide for effective orientation and continuing training to minimize accidents and injuries
- Maintain accurate records regarding routine inspections of all equipment, safe handling procedures of chemicals, and daily work/project logs
- Participate in the budget process and adhere to planned expenses

- Responsible for ordering and recommending materials and equipment needs
- Prepare cost estimates and maintain records of job costs

## Qualifications

- Minimum of 3 years of experience in a supervisory role in facilities management, the trades, or a relevant field
- Must have extensive experience with a wide variety of trades. You should have moderate to in-depth knowledge of carpentry, plumbing, electrical, HVAC, landscaping, building's systems, painting, and equipment maintenance & repair
- Ability to quickly and accurately assess problems with buildings, systems, equipment, and vehicles, then develop a plan to resolve the problem
- Strong problem-solving skills and the ability to adapt to a constantly changing environment
- Exceptional time management and planning skills, with the ability to plan long-range projects but adapt to immediate needs that arise daily
- Highly skilled with various hand and power tools
- Experience with operating tractors and and/or large equipment is a plus
- Experience with snow removal and winter maintenance
- Must be able to share your experience and teach staff to execute projects and repairs safely
- Be able to read blueprints and repair manuals
- Ability to balance a variable work schedule, which includes occasional weekends and holidays
- Ability to work collaboratively as a member of a high functioning team and develop effective relationships with people from a variety of backgrounds
- Strong interpersonal skills and communication abilities, both oral and written
- Possess a valid Maine driver's license and have a satisfactory driving record
- Ability to work as part of a team within a dynamic, growing, and progressive organization
- Must be able to lift 50 pounds
- Must be able to work in an outside environment, in a variety of weather conditions

## Compensation

The Facilities and Grounds Assistant Manager is a full-time, year-round position. This position is on-site at Wolfe's Neck Center in Freeport, ME. The starting salary range is \$48,000 to \$55,000 annually. As a full-time employee, this position is eligible for benefits offered by Wolfe's Neck Center, including employer-paid health insurance premiums, dental insurance, paid vacation and holidays, and our retirement savings plan.

## To Apply

Please email a cover letter and resume to [hheath@wolfesneck.org](mailto:hheath@wolfesneck.org) with **Facilities and Grounds Assistant Manager** as the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. This position will be posted until it is filled. No phone calls please. Position reposted April 1, 2024.

### Non-Discriminatory Selection Process

Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity laws, does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are

selected based on their ability to perform the essential functions of the job, prior work experience, and references from previous employers.