

Facility Manager

Job Summary

Reports to: Chief Operating Officer Supervises: Maintenance Assistant(s)	Key Relationships: CEO, Equine Director, Fieldstone Farm facility/equine vendors, Manager of Volunteer Services
Summary: Responsible for maintaining Fieldstone Farm’s multi-building/45-acre farm property, equipment and facility-related supplies. Ability to prioritize activities and work safely within an equine environment is critical. The Facility Manager must communicate effectively with staff and be able to work within the confines of Fieldstone Farm’s fast-paced class schedule. After-hours and weekend work are sometimes required. This position is full-time.	
Essential Responsibilities:	
Maintenance: <ul style="list-style-type: none"> • Maintain to the highest standard all aspects of facility – arenas, barn, offices, out buildings – for maximum safety and function. Act as handyman repairing and renovating a wide variety of plumbing and carpentry projects. • Maintain overall appearance of grounds including grass cutting, garden upkeep, snowplowing, and arena/pasture/outdoor trail footing. • Maintain all farm equipment, including tractor, mowers, golf carts, Gators, etc., as well as horse carriages. • Work with Gaitway High School students and staff on vocational education projects. • Co-Supervise large groups of volunteers for periodic service projects. • Assist with construction/set-up/tear-down needs for special events. 	70%
Vendors: <ul style="list-style-type: none"> • Determine needs for vendors, solicit quotes, negotiate pricing and schedule service for electrical, plumbing and construction projects. 	15%
Safety: <ul style="list-style-type: none"> • Coordinate necessary safety inspections and permits. • Ensure that all equipment and facilities meet or exceed federal, state, local and industry-related environmental and safety-related codes. • Alert Management Team regarding any safety-related concerns. 	5%
Planning: <ul style="list-style-type: none"> • Create and update annual planning calendar for seasonal and ongoing maintenance activities. • Maintain accurate records of daily work in work log and distribute weekly to CEO and COO. • Proactively identify cost savings opportunities. • Advise leadership on short- and long-term capital expenditures. 	5%
Administrative: <ul style="list-style-type: none"> • Source equipment and services online when needed. • Respond in a timely manner to daily emails and repair requests. 	5%
The ideal candidate will have: <ul style="list-style-type: none"> • A proactive, flexible approach to work and work planning • A minimum of 4 years of experience managing a large farm facility • Knowledge of horses and sensitivity to their behaviors • Superior organizational and communication skills, detail-oriented with an ability to multi-task • Strong interpersonal skills • Strong project management skills 	
Requirements: <ul style="list-style-type: none"> • Clean driving record • Basic carpentry and mechanical repair skills • Ability to lift or carry up to 80 lbs. • Flexible schedule – some seasonal weekend or after-hours work 	