

Site+Facilities Manager

Must live on site. Private housing and utilities are provided.

Must co-domicile with Program Coordinator.

FULL-TIME POSITION DESCRIPTION - Equivalent to 1.0 FTE (average 40 hours per week)

OPTION to divide responsibilities with Program Coordinator and each position be Equivalent to .75 FTE (avg 32 hours per week)

Description & Responsibilities

The primary responsibility of the Site + Facility Manager is to maintain the property in safe and good working order.

Specific Duties

1. Maintaining all structures and systems on the Playa property including: (1) repairs and maintenance of walkways, ramps, stairs, inclines, platforms, and other areas used by visitors; (2) maintenance and minor repairs of the water, septic system, propane and electrical services located within the Residence; (3) repair and maintenance of the heating and air conditioning systems for the Residence; (4) maintenance of all signs now located or later placed on the Property relating to Lessee and its programs; (5) maintenance and repair of interior walls, ceilings, doors and windows and related hardware, light fixtures and switches, wiring and plumbing from the point of entry into the Residence or walls adjoining the Residence; (6) landscaping and outdoor areas; (7) pest and weed management; (8) shopping as required for supplies;
2. Maintain and organize shops, studios, and equipment including hand and power tools, yard tools; stock and maintain supplies for both the facility and programs; organize seasonal and ongoing storage.
3. Maintain any vehicles which Playa owns, leases or has permission to use.
4. Attend to fuel tanks (propane, gas and diesel).
5. Maintain ponds and landscape including planted beds, lawns, circulating pumps, irrigation well and system, dock, driveways, walkways, outside furniture, recreational equipment, habitat enhancement, rodent control, and invasive weed management.
6. Maintain Commons and public spaces. Collect and manage onsite garbage and recycling. Maintain healthy compost pile and direct woody/organic debris to burn pile. Maintain firewood supply and woodstoves.
7. Administrative/Management Responsibilities. Maintain inventories of shop and maintenance supplies. Maintain contact with government agencies and vendors as necessary. Maintain an ongoing evaluation of facility condition and operations. Make recommendations for modifications and/or capital improvements. Update and make changes to operating manuals and maintenance logs. Hire, train, and supervise part-time or contract labor. Monitor and maintain

campus security. Manage current Site+Facility support staff and, if needed, hire and train Site + Facility Support staff.

Qualifications:

- Capacity to be highly organized, tidy and self-reliant
- Capacity to live and thrive in an isolated, remote location, surrounded by outdoor interests
- Capacity to coordinate emergency situations
- An interest in arts and sciences, especially natural sciences
- Demonstrated practice or administration with some related practical work experience is required
- Demonstrated practice in managing other employees
- Capacity to manage a daily, weekly, seasonal and yearly maintenance calendar
- Must be able to lift at least 40 pounds
- Must possess a valid driver's license
- Must possess computer skills
- Must demonstrate experience or possess, at minimum, moderate understanding and skills in plumbing, electrical, heating and irrigation systems.
- Ability to complete assignments independently and maintain a flexible attitude
- Ability to work effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or diverse backgrounds

Employment Opportunity:

Our organization strives to create a diverse and inclusive environment for individuals who reflect a broad spectrum of identities, including but not limited to gender, racial, ethnic, and social-economic dimensions. We aim to maintain and develop a working environment where individuals are welcomed to express their affiliations, advocacy, associations, and appearance freely. We believe that inclusion of diverse perspectives is essential to achieving our long-term vision and mission. We strongly encourage women, people of color, LGBT individuals, members of ethnic minorities, foreign-born residents, and veterans in occupations or positions where they are underrepresented, and families to apply.

PLAYA is on the Paisley School bus route.

Paisley School is an Oregon public charter school serving grades Pre-school - 12th grade with an average student body of 80 students per year and an average of 7 students per grade level. Foreign exchange highschool students attend Paisley School each year and live in the highschool dormitory in Paisley. Any high school student who completes all four years of high school at Paisley School is awarded significant university scholarships.

Salary: Hourly rate of \$25/hour with average 40 hours/per week

Private housing on site is available for this position and includes all utilities and wi-fi.

Schedule: Flexible and dependent on program calendar schedule.

Weekends off, if desired

25 annual bi-weekly payrolls

(Campus closed to activity December 1 - January 15)

(equivalent of two weeks in December of payroll if desired, otherwise time-off if desired, can stay on campus or leave campus, or hybrid)

PTO hours accrued, Sick day hours accrued

To Apply:

Send a cover letter and resume expressing interest to info@playasummerlake.org