



Eagle Mount Facilities Manager Job Description

Classification: Non-exempt	Hours Per Week: 8 winter / 16 summer
Wage: \$15.00 per hour	Benefits: eligible after waiting period
Start Date: February 2018	

GENERAL

The Facilities Manager performs a variety of repair and maintenance tasks to keep facilities, vehicles and equipment in good working order, to maintain the health of grounds and landscaping, and to provide specific support to the Therapeutic Horsemanship and Aquatics programs. Regularly inspects buildings, grounds and equipment, and schedules both repairs and preventive maintenance to maintain a safe environment for participants, volunteers and staff. Reports to the Executive Director.

RESPONSIBILITIES AND JOB DUTIES

1. SUPPORTS THE MISSION OF EAGLE MOUNT

- a. Works under the general supervision of the Executive Director.
- b. Follows Eagle Mount policies and procedures.
- c. Operates within Eagle Mount's budget.
- d. Solicits donations of products or services whenever possible.
- e. Works independently and as a member of a team.
- f. Maintains positive relationships with staff, volunteers, participants, family members, and community members.
- g. Exhibits patience, respect for all, and handles busy situations effectively.
- h. Attends and participates in meetings of the Facilities Committee.
- i. Supports programs as needed.

2. BUILDINGS

- a. Inspects building conditions and identifies needs.
- b. Maintains a list of needs identified by staff and volunteers.
- c. Performs ongoing repairs and maintenance, including but not limited to minor plumbing and electrical.
- d. Schedules major repairs in consultation with the Executive Director.
- e. Keeps tools in good working order.

3. GROUNDS

- a. Operates light equipment, including mower, tractor, power washer.
- b. Maintains safe entry ways, including snow removal and ice dam prevention.
- c. Inspects and trims trees and shrubs
- d. Waters and cares for the Big Sky Kids' trees.
- e. Assists with mowing and trimming if needed.
- f. Maintaining the pasture fences (wooden, metal and electric), shelters and gates.
- g. Weed mitigation.
- h. Maintain automatic waterers – biweekly; repair as needed.
- i. Assist in hay gathering and storage.

4. VEHICLES AND EQUIPMENT

- a. Maintains vehicle services records, schedules regular maintenance.
- b. Performs simple repairs as needed.
- c. Maintains positive relationships with vendors and service providers.

5. OTHER

- a. Advocates for Eagle Mount and all of its programs and functions.
- b. Pitches in to help with group projects, events and big jobs.
- c. Trains and supervises occasional volunteers.
- d. Performs other duties as assigned.

EMPLOYMENT/PERFORMANCE STANDARDS

1. Commitment to Eagle Mount's mission to serve people with disabilities or cancer
2. Experience with a variety of indoor and outdoor maintenance tasks
3. Familiarity with equipment used on site
4. Able to complete requirements to become a certified pool operator
5. Mechanically inclined, familiarity with diesel and hydraulic maintenance
6. Able to lift, carry and transfer objects routinely weighing 50 lb. or more
7. Able to stand for long periods, stoop, bend, crouch, and do repetitive hand motions
8. Comfortable working outdoors
9. Trustworthy, courteous, punctual, self-motivated, flexible
10. Demonstrates good judgment
11. Valid driver's license
12. First Aid certification, including CPR