



NOW HIRING

Facilities and Sanctuaries Manager

Application Deadline: October 11, 2020

Job Title: Facilities and Sanctuaries Manager
Department: Operations
Reports to: Chief Operating Officer
Classification: Exempt, 1 FTE (40 hours/week)
Salary: \$46-\$52K

SPECIAL COVID-19 UPDATE AND NEW POSTING:

We are actively tracking the status of this disease and are doing everything we can to keep our staff, volunteers, and community safe. Portland Audubon's offices are currently closed to the public and staff are mostly working remotely at least until the Governor and/or Oregon Health Authority give new guidance, at which time we will reassess. We are anticipating to conduct interviews for the Facilities and Sanctuaries position around mid-October. We do, however, want to remain flexible to care for the changing circumstances of Covid-19 and to make sure that we continue to keep any new employees and our current staff safe during this time. The following are our anticipated interview dates:

- 15-minute phone interview: Friday, Oct 16
- First-round interview: Thursday, Oct 22 over Zoom
- Second-round interview: Wed., Oct 28 over Zoom

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employee only
- Competitive leave benefits including vacation, sick, and family leave
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through collaboration with a vast network of advocates, nature enthusiasts, and partners, we inspire and connect people to nature through a variety of programs that are grounded in science and learning. We are located in a 172-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at audubonportland.org/about.

Facilities & Sanctuaries Manager

Position Summary

The Facilities & Sanctuaries Manager is responsible for the safe operation, maintenance of Audubon's facilities and sanctuary lands at locations on Cornell Rd, Marmot Cabin in Sandy, Oregon, and other properties and lands.

Essential Duties & Responsibilities

FACILITIES AND GROUNDS:

- Develop and implement the annual maintenance and repairs work plan for facilities, grounds & trails
- Develop plans and budgets for support of our facilities and sanctuaries, and address facility and grounds-related inquiries and complaints
- Maintain supply and equipment inventories, tools, and equipment
- Perform maintenance and repair work on the facility's structural, mechanical, plumbing, and other installed interior and exterior systems
- Supervise the campus janitorial contractor/services and perform incidental custodial in all buildings including cleaning, recycling, and compost, as well as exterior public spaces
- Perform trail maintenance and improvements to 4 miles of trails and trail infrastructure including bridges in collaboration with Sanctuary Steward volunteers
- Supervise the design and construction of facility-related improvement and repair projects, overseeing the development of contracts and supervising contractors
- Oversee naturescaping around buildings in collaboration with Backyard Habitat program and manage invasive plant species/enhance habitat in sanctuaries
- Develop and implement plans to enhance habitat in sanctuaries

DEI:

- Support the implementation of equity, inclusion, and diversity goals and strategies
- Apply equity lens to work and be accountable for ensuring equitable practices

SAFETY AND SECURITY:

- Supervise and monitor security of facilities and grounds
- Develop and implement safety programs including building code, fire code, emergency preparedness plan, and OSHA compliance

MANAGEMENT:

- Inform and consult with the volunteer advisory Sanctuaries and Facilities Committee
- Ensure the effective use of volunteer staff in supporting operations and maintenance through recurring volunteer-staffed crews and work-parties

Preferred Skills & Experience

- At least 3 years of experience in skilled trades field (carpentry, landscaping, etc) and/or related background
- At least 3 years of direct experience in facilities management, contracting, and/or related background
- Diversity, Equity, & Inclusion competency and consciousness
- Excellent organizational and problem-solving skills
- Experience overseeing volunteers
- Ability to use PC-based computers and software including Microsoft Word and Excel
- Diverse repair skills including basic carpentry, drywall, plumbing
- Knowledge of native plants of the Pacific Northwest and typical invasives a plus
- First Aid and CPR with AED Certification is a plus

Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Frequent travel within the greater Portland region with monthly travel within 40 miles of Portland
- Occasional evening and weekend duties
- Ability to work in a multi-functional setting (trail/workshop and desk/computer) with a variety of open and closed office spaces (due to Covid-19 in office work is limited) as well as field work
- This is a physically demanding job: must be able to lift and carry equipment weighing 50 pounds or more, hike trails of varying difficulty, climb ladders, work in crawl spaces and under remote field conditions
- A current driver's license

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>

How to Apply

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject: "Facilities & Sanctuaries Manager"

*Employment application available at www.audubonportland.org/about/jobs

Application Deadline: midnight on Sunday, October 11, 2020
EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to: Keia Booker, Senior HR and Equity Manager
ATTN: Facilities & Sanctuaries Manager, 5151 NW Cornell Road Portland, OR 97210



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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