



Facilities Manager

effective August 2022

About TwispWorks

TwispWorks Foundation was founded in 2009, and our mission is to increase the economic and cultural vitality of the Methow Valley. We envision a balanced economy and thriving Methow Valley culture. Currently, we have a staff of seven, and our board of directors has 12 members, many of whom have expertise in the fields of education, entrepreneurship, and the arts.

Our 6.4-acre campus is home to over 30 unique organizations, including a childcare facility, an innovative choice high school, numerous artists and designers, a radio station and the local newspaper, a brewery and taproom, and a light manufacturing company. In addition to being an essential placemaker for local businesses, we advocate, innovate, and collaborate on programs that fit in three categories: healthy economy, arts, and education.

TwispWorks values guide our decision-making and workplace culture. We value:

- Finding common ground
- Active listening
- Being welcoming and inclusive
- Clear communication
- Systems thinking
- Timeliness
- Curiosity
- Being present in person and grounded on campus
- Diverse representation of communities and perspectives

Job Description

The person in this position has on the ground responsibility for the daily functions of the campus; including maintaining the aesthetic appearance of the campus, oversight of seasonally relevant grounds-keeping, and the management of buildings, repairs, tools and equipment. The Facilities Manager executes their scope of work in a healthy, safe, and secure manner that is consistent with campus program needs, TwispWorks policies, and the standards of all applicable regulatory agency codes. This position reports to the Director of Campus Operations.

Core Responsibilities/Essential Functions

MAINTENANCE

- Coordinate and schedule all sub-contractors involved in maintenance of the campus, adhering to budget
 - Mowing
 - Snow removal
 - Plumbing
 - Electrical
 - Irrigation
 - Pest control
 - Tree pruning
- Respond to calls at all hours as assigned “essential” personnel.
- Daily walk-through of the grounds to maintain the physical plant in a visually attractive, garbage, and weed-free manner
- Maintains all garbage cans, dog waste, and receptacles on campus, including emptying and ensuring correct placement for community use
- Maintain a work order system of generating, organizing and prioritizing facilities requests
- Perform building and grounds renovations and repairs
- Regularly monitor and maintain adequate irrigation for all lawn and landscaped areas
- Line-trim, weed, mow or otherwise maintain lawn areas as needed
- Remove snow and ice from walkways and parking lot
- Supervise all volunteer involvement in the maintenance and improvement of the campus grounds and buildings, including large groups such as Outward Bound

FACILITIES MANAGEMENT

- Procure and manage raw materials, tools, and supplies needed to perform improvements on campus
- Set up and clean up for events and campus programming as needed, including managing event volunteers
- Maintain the TwispWorks shop and storage areas in an orderly and functional way
- Repair and maintain damaged tools and equipment as needed, including vehicles

- Manage transportation of equipment and property, preparation of rooms/buildings for meetings and events, and any related clean up
- Ensure a safe environment for all users of the campus through implementation of TwispWorks standards and applicable regulatory codes. Ensures compliance with all environmental/ hazardous waste, waste management and recycling regulations
- Provide essential campus support at special events, organizational moves, etc
- Coordinate maintenance of heating, cooling and other mechanical systems, plumbing systems, fire and security systems, and key control
- Oversee the removal of snow, de-icing and cleaning of walkways and steps for safety and for protection of campus facility
- Requisition services, supplies, equipment, and materials for the campus' needs in alignment with TwispWorks Foundation purchasing policies
- Monitors the key system and notifies Director of Campus Operations of any missing keys
- Maintain up to date understanding of Repairs and Maintenance budget and prioritize expenditures accordingly
- Schedule and coordinate with all relevant sub-contractors as needed
- Other maintenance and management duties as required

Qualifications

Applicants must have a minimum of 3 years of comparable experience related to physical plant maintenance and management. Must be physically capable (see below), responsible, and consistent. Must be able to communicate effectively and be welcoming to visitors and volunteers. Active WA state driver's license required.

Work Environment and Physical Requirements

Work pressures, disturbances of work-flow and/or irregularities in work schedule are expected. Work may be performed both indoors and outdoors during adverse weather conditions. This position requires the ability to use a respirator, climb ladders and stairs, work on scaffolding up to 35 feet, lift up to 75 pounds, use power tools, and perform other activities that require strength, agility, and basic to intermediate maintenance, landscaping and carpentry skills. Knowledge of: Operation and maintenance of mowers, line-trimmers, snow-blowers, power and hand tools and any other equipment related to working on the physical plant. Ability to make basic plumbing repairs and to perform carpentry and demolition related tasks.

Demonstrated Ability to:

- Respond positively to feedback and instruction.
- Respond quickly and effectively to phone calls, text messages or emails.
- Motivate others who are under their supervision (hired or volunteer) and communicate well with all members of a job-site team.
- Ensure the overall safety of themselves and others on the job site.

- Self-evaluate highest priorities and respond to the prioritization of the Director of Campus Operations.
- Ability to self-determine what needs attention and to follow through with execution until the project is complete.
- Clean up after themselves and keep the equipment of the physical plant in working order.
- Supervise others and work effectively with sub-contractors to accomplish a variety of goals on time and on budget.

Experience:

Experience with and demonstrated ability to: Manage all-phases of a construction project(s) including supervising all hired and volunteer staff resources, procurement of materials, lead role in executing each phase of the project, tracking and reporting budgets and progress to supervisor. Must also possess familiarity with how to execute a construction project according to all applicable regulatory codes and all interfaces with building officials and inspectors.

Our ideal candidate will also have lived experience in a rural area, and experience in a customer-facing or high-interaction environment addressing the needs of diverse stakeholders.

Wage, Benefits, and Scheduling

This hourly position is 32 hours/wk. Pay is negotiable DOE and ranges from \$20-23/hr and includes Medical, dental and vision insurance. Generous paid time-off benefits plus professional development opportunities.

TwispWorks is a family-friendly workplace.

Remote Work

TwispWorks does allow staff to work remotely periodically as planned with the Executive Director. However, due to the nature of this position, remote work is not an option.

COVID-19

Our office follows state and federal guidelines for masking and vaccinations. Please ask about our current and past COVID protocols.

To apply

Please email your resume and a cover letter addressing your qualifications and experience to:

Jobs@twispworks.org

Candidate review and selection process

- Application reviews will be ongoing, we encourage candidates to apply prior to the first review date of **August 15**.
- Interviews will be conducted for selected candidates
- Candidates advancing to the next round of interviews will tour campus and meet staff
- The search to fill this position will be ongoing until TwispWorks identifies the new Economic Program Director

TwispWorks is an Equal Opportunity Employer

At TwispWorks we know our diverse, lived experiences lead to a stronger team and organization. We celebrate diversity and are committed to creating an inclusive environment for our employees. All employment is decided on the basis of qualifications, merit, and organizational need. We encourage people to apply with diverse race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.