



POSITION DESCRIPTION | FACILITIES MANAGER

Reports to: Executive Director	Manager or Individual Contributor: M
FLSA Status: Exempt	Benefits Eligible: Yes
Salary Range: \$58,000 to \$62,000	Remote/Hybrid Eligible: No
Full Time/ Part Time: Full Time	Volunteer Interaction: Moderate

Position Summary

The Facilities Manager is responsible for the maintenance and enhancement of the excellent condition of Nordic Northwest facilities and grounds, which includes the 10,000 square foot Nordia House (2015), historic Fogelbo log cabin (1937), and four acres of landscaped grounds and parking.

This role coordinates and schedules maintenance tasks performed by contracted vendors, volunteers and the coordinator. For capital projects you have primary staff responsibility to coordinate and execute the works.

This position also involves special events and facility rentals. This role also plays a role in the staffing and in the set-up and take down of equipment and furnishings used in events. Set-up may include sound, lighting, audio, visual technology.

Essential Job Functions

The individual in this position is expected to engage in the following work-related activities.

General Organization Expectations

- Participate in ongoing learning and development activities related to your role, your professional development, and organizational goals;
- Support Nordic Northwest's mission as the home for sharing and discovering Nordic culture for the enjoyment and enrichment of the Pacific Northwest community.

Role-specific Expectations

- Plans and oversees facilities and grounds maintenance schedule. Participate and/or schedules volunteers in routine maintenance jobs and special projects;
- Responsible for the care and maintenance of all facilities and grounds, including but not limited to light plumbing, basic electrical, basic carpentry, audio/visual, and landscaping activities;
- Performs regular inspections of building and grounds systems;

- Oversees facilities/grounds vendors and contracts. Schedules vendor services. Ensure vendors are performing to contract terms. Maintains working relationships. Reviews and processes vendor invoices. Provides means to correct performance deficiencies and errors in billing;
- Researches new vendors for maintenance services, special projects and emergency needs. Presents recommendation to Facilities Committee and negotiates contracted services;
- Staff liaison for Nordic Northwest volunteer Facilities Committee. Attends the meetings and serves as a resource and sounding board for the committee's proposals and recommendations. Develops the processes/tasks that will provide the necessary information to the Committee for it to be able to perform its duties. Solicits feedback on vendor and contractor performance;
- Works with the Facilities Committee Chair and/or committee for the planning, coordination and oversight of large capital projects;
- Orders supplies and equipment for facilities operations and maintains an inventory. Researches best sources for supplies and equipment;
- Builds relationships with and oversee facilities volunteers. Organizes volunteer work projects/parties and provide project oversight when necessary;
- Provides or schedules set-up, take down and provide audio, visual and lighting technology for events, exhibits, rentals and program activities. Troubleshoots problems;
- Supports staff with events, exhibits, rentals and programs;
- Participates in the budgeting process to determine facilities/grounds and capital expenses to maintain Nordic Northwest's facilities/grounds and accomplish its strategic direction;
- Adheres to budget and exercise prudent fiscal behavior and follow expenditure procedures;
- Contributes to strategic direction;
- Supports off site and other special events as assigned.

Other Duties

- Serves as a member for Nordic Northwest's staff team, contributing to the planning and implementation of activities to carry out the mission and strategic direction of Nordic Northwest;
- Collaborates with Development and Fundraising efforts to support grants related to building and grounds improvements and upkeep, including ensuring specific grant deliverables are met;
- Performs related and other duties and responsibilities as required.

Supervisory Responsibilities

- Supervise part-time Facilities Assistant;
- Create work schedule and tasks for Facilities Assistant.

Required Skills and Abilities

- Ability to accurately read, record, and interpret information using computerized and paper systems.
- Exemplify traits that reflect Nordic Northwest's mission and organizational values.
- Experience in managing facilities maintenance and landscaping.
- Knowledgeable in the use and care of power equipment, i.e. leaf blower, weed trimmer and small hand tools.
- Able to lift and/or move heavy objects, climb ladders, perform tasks involving manual labor.
- Knowledge of room set-up and sound, lighting, audio and video equipment and operation for performances and events is a plus but will train.
- Basic knowledge of Microsoft Office products.
- Resourceful, dependable and effective problem solver.
- High School diploma with some college education preferred.

- Comfortable within a collaborative organizational climate.
- Collaborative and team oriented.
- Experience passion and joy for the Nordic mission and programs.
- Valid Oregon driver's license required.

Education and Experience Guidelines

- 3 years of experience in facilities management, including vendor management, coordination and landscaping.

Nordic Northwest recognizes that knowledge, skills, and experience may be gained through lived experience as well as education, professional experience, volunteering, or other means.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Physical Effort

High: The work requires considerable and strenuous physical exertion, such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Environment

Combination of office setting and external locations based in Oregon. Local travel required.

Travel requirements

Frequently travels locally.

Hours Required

Works weekends and occasionally works evenings/ nights/on-call.

Reasonable Accommodation Notice

If your ability to perform any essential functions listed is impacted by a disability, temporary or permanent, you may reach out to the Executive Director for assistance in exploring reasonable accommodations.

