

Facilities Manager

Reports To

Director of Operations



Position Overview

The Facilities Manager is responsible for ensuring the efficient day-to-day operation of the center's buildings, grounds, and equipment in accordance with established policies and procedures. This role oversees the repair, maintenance, and cleanliness of all facilities and infrastructure. *This is not an animal care or wildlife rehabilitation position.*

This is a working supervisory position responsible for managing Facilities Technicians while actively participating in maintenance, repairs, and projects. The Facilities Manager is expected to lead by example, balancing hands-on work with delegation, oversight, and team support.

The Facilities Manager leads routine maintenance, equipment and structural repairs, habitat maintenance, and groundskeeping efforts. This position develops and maintains maintenance schedules, manages internal projects, coordinates with external vendors, supports volunteer projects, and supervises facilities staff.

This role requires a highly organized, adaptable professional who is comfortable managing multiple responsibilities, working independently, and supporting the unique operational needs of a wildlife center.

Key Responsibilities

- Supervise, schedule, delegate, and support Facilities Technicians while actively assisting with daily maintenance and repair tasks
- Lead by example as a working manager, contributing to hands-on projects while ensuring team productivity and quality of work
- Develop and maintain weekly, monthly, quarterly, and annual maintenance schedules; manage and prioritize work orders
- Ensure the overall safety, functionality, and appearance of buildings and grounds for staff, visitors, and wildlife
- Perform and oversee repairs of campus structures, equipment, and habitats as needed as well as basic carpentry skills preferred
- Maintain appropriate inventory levels of maintenance supplies and materials
- Plan and execute approved construction and repair projects; assist with design and development of new projects
- Maintain and repair systems and vehicles that do not require licensed contractors
- Coordinate and oversee external vendors and contracted services (e.g., HVAC, refrigeration, sanitation systems, security systems, appliances, and equipment) in collaboration with the Director of Operations
- Operate and maintain tools, machinery, trucks, tractors, and other vehicles
- Conduct routine safety inspections to ensure OSHA compliance; report concerns promptly

- Collaborate with the Volunteer Program to organize labor support for grounds and general maintenance projects

Qualifications

- Strong verbal and written communication skills
- Demonstrated ability to supervise staff while working alongside them in a hands-on capacity
- Ability to delegate effectively, manage priorities, and support team performance
- Ability to lift up to 50 lbs, stand, bend, and perform physical tasks for extended periods
- Ability to safely climb ladders and work at heights
- Knowledge of and compliance with OSHA safety standards
- Ability to maintain confidentiality of staff, donor, and organizational information
- Demonstrated professionalism and ability to maintain positive working relationships
- Self-motivated, flexible, and mission-driven with a positive attitude
- Ability to work outdoors in varying weather conditions for extended periods

Minimum Requirements

- High school diploma or equivalent
- Minimum of five (5) years of building maintenance experience
- Prior supervisory experience
- Valid Florida driver's license with a clean driving record

Work Schedule

The Center operates 365 days per year; weekend work will be required on a regular or rotating basis. Typical hours are 8:30 AM to 5:30 PM with a one-hour unpaid lunch break.

This is a salaried, exempt position (range \$60- 65K). As ambassadors of the Center, staff may be required to participate in public interactions, after-hours events, and offsite programs as needed.