



Facilities Manager

Organization and Program Description

Wasatch Community Gardens (WCG) is a community-based nonprofit 501(c)(3) organization that envisions an inclusive, robust and vibrant community that is nourished by healthy and affordable food. Wasatch Community Gardens has served Wasatch Front residents since 1989 with the belief that the quality of a community is directly related to the quality of its food. We offer garden space, educational programs, and community events to empower people to grow, harvest, preserve, and prepare fresh, healthy food. We execute our mission through four main programs: Community Garden, Youth and School Garden, Community Education, and Farm Based Job Training.

Overview

The Facilities Manager supports all of our 35 gardens to ensure that all garden infrastructure is well-maintained. In addition, the Facilities Manager is responsible for keeping all WCG garden equipment, tools, and vehicles in good working order, scheduling and detailing regular maintenance as required. The Facilities Manager will also play a role in infrastructure construction for new and existing gardens.

This position reports to the Associate Director, and will work closely with WCG program managers, WCG partnering organizations, and contractors, based on program needs. Additionally, WCG is an organization that relies heavily on volunteers and program participants to accomplish ongoing garden management tasks, so the Facilities Manager may also be interacting with and coordinating such groups, as necessary.

Key Responsibilities:

Garden Infrastructure:

- Assist in ensuring that all Wasatch Community Gardens' properties are well-maintained, safe, and functioning.
- Assist with regular maintenance and repairs of all WCG garden equipment and infrastructure.
 - This can include, but is not limited to, irrigation systems, fencing, shed, pergolas, raised boxes, signage, wheelbarrows, and tools
 - Keep detailed records of all maintenance
- Assist with the construction of new garden infrastructure, and improvements at existing sites
- Assist with site-level pest management, such as rodent or deer control
- Assist with site-level garden health issues, such as soil health issues, drainage, etc
- Assist with planting and maintenance of permanent horticulture features, such as trees and insectaries.
- Work with Volunteer and Outreach Director to coordinate use of groups and individuals to implement garden infrastructure maintenance when possible

Building Maintenance

- Conduct routine inspections of premises (GTG greenhouse; Sheds; GTF containers and greenhouse)
- Perform preventative maintenance
- Handle basic repairs and maintenance including minor plumbing and electrical work
- Oversee contractors when professional repairs are needed

Vehicle Maintenance

- Schedule regular maintenance of WCG vehicles (currently Ford F150 and Toyota Rav4, and utility trailer)
- Coordinate and schedule any needed repairs
- Maintain vehicle use calendar

- Maintain all vehicle maintenance records

Qualifications:

Strong candidates will offer the following skills and experience:

- Highly organized and detail-oriented individual
- Demonstrated success as a team player, and comfortable supporting programs based on variable needs
- Demonstrated experience with irrigation, plumbing, construction and basic electrical work
- Knowledge of basic carpentry
- Ability to adapt to variable organizational processes and management models within WCG
- Ability to interface professionally with the public and represent WCG in a positive light
- Ability to manage multiple projects and timelines simultaneously
- Strong communication skills
- Ability to work independently and creatively solve problems as they arise
- Ability to lift 50 lbs
- Ability to bend, stoop, climb ladders, and carry objects over uneven ground
- Ability to do physical work for extended periods of time, outdoors, in all kinds of weather
- Ability to travel between work sites with tools and supplies
- Valid driver's license
- Ability to work with diverse community members and actively build a culture of inclusion
- Passion for the mission of Wasatch Community Gardens
- Someone with a desire to wake up every day and want to make a difference in the world

Preferred Qualifications:

The following skills and experience are preferred, but not required:

- Experience or training in horticulture/gardening
- Spanish fluency

Hours:

30 hours/week, semi-flexible schedule, some evenings and weekends. Expected time requirements detailed as follows:

- 8 hours per week spent at the Grateful Tomato Garden
- 12-15 hours per week spent with the Community Garden Program

Salary and Benefits:

Compensation will be commensurate with qualifications and experience. Note that this is a .75 FTE position. The salary range for full time is \$40,000 - \$45,000. Includes health insurance, paid holidays and generous vacation package.

To Apply

Send cover letter; resume; names, titles and phone numbers of three professional references to openings@wasatchgardens.org by 5:00 PM January 13, 2020. Please put "Facilities Manager" in the subject line. **Applications without a cover letter will not be considered.**

Applicant must submit to and clear a background check.

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. Wasatch Community Gardens is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.