

MARIE SELBY BOTANICAL GARDENS



Position Description

Position: Facilities Manager
Reports to: Senior Director of Operations
Status: Full-time / Exempt

POSITION SUMMARY

The Facilities Manager manages the maintenance for and improvements to all buildings and structures including those with historical significance, as well as all vehicles of Selby Gardens' Historic Spanish Point campus ("HSPC").

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Responsible for the maintenance of all HSPC buildings, structures, and vehicles.
- Supervise onsite maintenance technician, related vendors, and volunteers as needed.
- Coordinate daily, weekly, monthly, and yearly schedules for various maintenance.
- Oversee contracts for services, e.g., cleaning, sanitation (lift stations, pest control, trash removal), HVAC, etc.
- Manage department budget, keeping records of expenditures, repairs and maintenance on all buildings and properties.
- Serves as a member of the Emergency Response Team.
- Ensure that vehicles are in running order and that maintenance schedules are adhered to for electric and gas golf carts, utility vehicles, and truck.
- Order supplies, tools, and vendors for maintenance of buildings, equipment, and constructed concrete and asphalt paths.
- Work with IT department on the technological needs of the campus.
- Maintain signage across the campus.

Other duties as assigned

EDUCATION AND EXPERIENCE

- High school diploma (or G.E.D.) required. Bachelor's degree preferred.
- Minimum of five years' experience in facilities management.
- Working knowledge in all facets of buildings and structures—electrical, plumbing, carpentry, roofing, HVAC, security, and life safety issues.
- Understanding of historical structures is preferred.

QUALIFICATIONS

- Self-starter
- Strong attention to detail and problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to be flexible and adaptable in a dynamic work environment
- Strong written and verbal communication skills
- Strong interpersonal skills to interact effectively with internal and external clients
- Ability to understand the broad goals of Selby Gardens while remaining focused on the detail-oriented work and follow-through required by the position

EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS' TEAM MEMBER INCLUDE

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying "thank you"
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity

DIVERSITY AND INCLUSION STATEMENT:

Marie Selby Botanical Gardens is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only Selby Gardens' culture, but our reputation as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.