

## Position Description

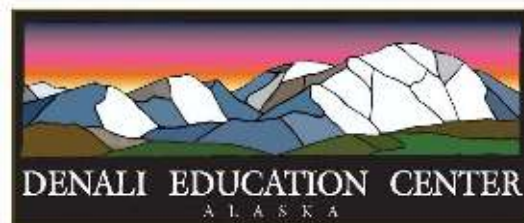
### Facilities Manager

**Classification:** Full-time Seasonal, Non-Exempt (hourly)

**Reports to:** Executive and Administrative Directors

**Job Duration:** May – September with potential to grow to March - October

**Compensation:** Starting at \$25/hr



#### Overview:

Denali Education Center (DEC) is a non-advocacy, for-purpose organization and partner of Denali National Park and Preserve. Our mission is to promote understanding and appreciation of Denali through fun, informative, and inspiring programs. Our 10-acre Denali campus is home to 12 guest cabins, a combined classroom and dining hall, a yurt, and a community events building. We operate week-long learning vacations in cooperation with numerous educational groups and organizations, but primarily with Road Scholar. In addition, we offer a suite of youth programs, evening events, lectures, and community programs. We also have a 3-acre campus in Talkeetna that has a community hall and a classroom building. We offer summer youth programs and space for group lectures at this campus and operate a COVID testing facility at this site. Denali Education Center is a diverse organization, with its roots firmly planted in the local communities in which it serves, and Denali National Park and Preserve.

The Facilities Manager is a new position but the duties and responsibilities are not. The position will oversee all buildings and facilities on Denali Education Center's Denali campus and will supervise and facilitate staff and operations therein. This position will also help oversee the buildings on DEC's Talkeetna Campus but these responsibilities will be nominal in the 2022 summer. The nature, responsibilities, and job duration have the potential to grow with the right candidate.

#### Areas of Responsibility

The Facilities Manager oversees all operations within DEC's buildings and facilities. They work closely in collaboration with all Directors and other managers and are an essential part of the DEC team. They schedule and coordinate the use of DEC facilities and will work with the staff who operate them. The Facilities Manager is responsible for scheduling, supervising, and supporting the Maintenance and Housekeeping staff and will work closely with the Kitchen Manager to ensure smooth operations. The Facilities Manager will generally work a 40-hour workweek but may be required to work additional hours or duties in summer to fulfill staff training and facility needs.

#### Specific Program Job Duties

Working order, cleanliness, and transparent scheduling of all DEC buildings are the responsibility of the Facilities Manager and the Facilities Staff. The Facilities Manager should be prepared to step into the role of Housekeeper if the need arises and should be willing and available to *assist* and *support* Kitchen and Maintenance wherever needed.

1. Communicate effectively with coworkers. This includes but is not limited to:
  - Assist the Program Director, Administrative Director, and Executive Director in scheduling the use of the Charles Sheldon Center, the Program Yurt, and Guest Cabins
  - Oversee the responsible use of Staff Cabins, Staff Kitchen, and other Staff areas
  - Monitor and maintain staff cleaning schedule for Staff Kitchen
  - Prepare Staff Cabins for pre-season arrival and check out departing staff at end of the season
  - Participate in weekly staff meetings
2. Oversee facility and vehicle maintenance schedules

- Ensure that fuels are ordered/delivered in a timely fashion depending on seasonal needs
  - Ensure utilities are turned on and off and adjusted per seasonal needs
  - Work with Maintenance staff to open and close the campus(es)
  - Help create and then keep updated a facilities manual for both the Denali and Talkeetna campuses
3. Train, supervise, evaluate, and support Housekeeping and Maintenance Staff:
    - Train Housekeeping staff
      - Work with Lead Housekeeper to ensure training materials are up-to-date and provided to staff before their arrival
      - Outline responsibilities and expectations for each program, from orientation to the farewell
    - Work with Maintenance staff to keep a list of needs and repairs and ensure timely completion of all tasks
    - Monitor and offer feedback on quality and performance throughout the summer season
  4. Communicate with vendors and contractors:
    - Work with vendors as needed to ensure smooth operations
    - Set up and coordinate with an outside vendor to launder Guest Cabin Linens
    - Be the point of contact and support for caterers or other renters of DEC facilities
  5. Communicate with and support the DEC Kitchen Manager:
    - Facilitate communication between the Program Coordinators, Program Manager, and Kitchen staff regarding kitchen and campus needs for each program
    - Work with the Kitchen Manager to schedule and supervise kitchen staff
    - Work with the Kitchen Manager to ensure kitchen supplies are ordered and delivered on time

#### **Other Duties**

- Support DEC's mission and core values of fun, lifelong learning, and community
- Assist Directors in setting and achieving the goals and objectives of Denali Education Center
- Attend and be an active participant in staff meetings, board meetings, retreats, and planning sessions
- Assist with office duties such as answering phones, processing mail, responding to e-mail and information requests, IT needs and requests, and maintaining a clean and professional office environment
- Assist DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection, using environmentally-friendly products when possible, and purchasing items with minimal packaging in mind. Continually help educate guests about DEC's efforts to recycle and compost and encourage them to participate
- Assist with special events and other program functions, sometimes outside of regular work hours

#### **Skills and Requirements**

- Experience in one or more of the following preferable: Facilities, Buildings and Utilities, Maintenance, Food and Beverage, Management
- Able to display confident, compassionate, and competent leadership while working with diverse groups of employees and communicate effectively and patiently with visitors
- Self-starter with demonstrated ability to manage multiple tasks and projects, set priorities, and incorporate feedback from others
- Able to actively and proficiently supervise and schedule up to 8 employees
- Solid interpersonal and communication skills when working with peers, staff, community members, and program participants
- Able to work in a highly collaborative open-office environment
- Can maintain a fun and positive attitude during fast-paced summers

- Proficiency in Microsoft Office; familiarity with Google Drive and other applications is preferred
- Current CPR and First Aid Certification required; training available
- Insurable driving record
- Willingness to live and work in Denali Park

**Compensation**

- Starting hourly rate is \$25/hr, overtime must be approved

**Housing**

- On-campus seasonal housing may be available but not guaranteed
- All housing is single occupancy, dry (no water/plumbing) cabins with access to a staff kitchen, bathrooms, showers, and laundry
- Housing cost is deducted from bi-weekly paychecks and can be further discussed if needed/available

**Disclaimer**

This position description reflects the Denali Education Center's best effort to describe the essential functions and qualifications of this job. It is neither an exhaustive statement of duties, responsibilities, or qualifications nor a contract. Denali Education Center is an Equal Opportunity employer. Personnel is chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, per federal and state law.

**To Apply**

Send a resume, letter of interest, and references to Jodi Rodwell, [jodi@denali.org](mailto:jodi@denali.org).

Updated: February 2022