



Facility Manager JOB DESCRIPTION

Definition: The Facility Manager is responsible for managing the operations of ENC facilities including the main campus in Newport Beach, ENC Nature Preschool, Tucker Wildlife Sanctuary, and the associated retail stores. The Facility Manager is responsible for the coordination of all ENC facility rental events. The Facility Manager is also responsible for various accounting and HR duties.

Supervision: The Facility Manager works under the direct supervision of the Executive Director.

Essential Functions/Duties Include But Are Not Limited To:

Facilities

1. Monitor, purchase and maintain office supplies inventory.
2. Manage contractors as related to building maintenance ensuring sustainable practices are followed.
3. Responsible for supervising the Facility Maintenance Manager.
4. Maintain fixed asset inventory.
5. Manage contracts w/ vendors and service providers (phone/internet, janitorial, office equipment, waste disposal, etc.)
6. Manage equipment maintenance requests.
7. Assure that ENC facilities are clean and organized.

Facility Rental

1. Schedule, coordinate, oversee and manage staffing of all facility rental events.
2. Generate facility rental contracts, keep records and invoice clients accordingly.
3. Administer policies & procedures for events.
4. In conjunction with the Assistant Director, market rentals of ENC facility via appropriate media.

Gift Shops

1. Manage the ENC gift shop, Nature's Gifts and the gift shop at Tucker Wildlife Sanctuary.
2. Purchase, display and stock inventory. Merchandise is to be as "ecologically friendly" as possible.
3. Merchandise product effectively including appropriate store and product signage.
4. Control inventory through point of sale inventory management system.
5. Be knowledgeable of current "green" products and industry trends.
6. Purchase necessary store supplies.
7. Keep store clean, organized, and presentable for business.
8. Coordinate the purchase of ENC promotional items.
9. Coordinate the production of ENC promo/gift baskets for outside organization fundraisers and ENC special events.

Human Resources

1. Conduct new staff non-educational related hiring procedures (paperwork, keys, etc.)
2. Perform non-education related staff training such as opening/closing duties, etc.
3. Administer payroll.
4. Keep all personnel files up to date.

Accounting

1. Working with the Executive Director, responsible for accounts payable and receivable.
2. Perform weekly bank deposits.

General

1. The Facility Manager is a member of the Safety Committee and attends committee meetings.
2. Responsible for interviewing, training and supervising appropriate interns.
3. Assure supervision of students when necessary. Maintain the highest possible degree of safety.
4. Maintain positive communication with all of the ENC's clients.
5. Provide recommendations for and follow appropriate budgets. Purchase instructional materials upon request of Education Staff. Arrange necessary purchases within budgetary limitations.
6. Responsible for notifying the Facility Maintenance Manager of any safety hazards (i.e. fallen trees), and for closing any trail if necessary.
7. Assure that the front desk is staffed when docents are unavailable. Staff the Center when necessary in the evenings and on weekends. Mandatory attendance at special events (i.e. Fall Faire, etc.).
8. Additional duties as assigned.

Qualifications & Requirements

1. Commitment to the mission, vision and core values of the Environmental Nature Center.
2. COVID-19 vaccination is required of all ENC staff.
3. Ability to work independently with minimal supervision and demonstrate flexibility.
4. Ability to memorize and recall facts, figures, and information.
5. Knowledge of office management systems and procedures.
6. Background or interest in environmental education or related field preferred.
7. Possess excellent time management skills and ability to multi-task and prioritize work.
8. Attention to detail and problem solving skills.
9. Excellent written and verbal communication skills.
10. Strong organizational and planning skills.
11. Fantastic customer services skills.
12. Comfortable and skilled in communicating via email and phone.
13. Able to trouble shoot issues with computers, copiers, printers, etc.
14. Familiar with retail point of sale.
15. Comfortable in an office environment with extended periods of sitting.
16. Ability to move up to fifty pounds and set up equipment.
17. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
18. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
19. Ability to work outside in a variety of weather conditions and temperatures.
20. Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity and quality continuity.
21. Ability to interact successfully with supervisors, teachers, parents and students.
22. Fingerprinting for a background check will be required.
23. Computer (Macintosh, Microsoft Office, Filemaker, Lightspeed) experience required or willingness to learn.
24. Must possess a valid driver's license. Must have own vehicle.

Skill to:

1. Communicate effectively in the English language, in both oral and written forms.
2. Understand and carry out oral and written instructions in an independent manner.
3. Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience:

1. Bachelor's degree from a four-year college or university with major course work in a related field is desired.
2. Three years of experience in administrative, facility or office management.
3. Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities.
4. Current CPR and First Aid Certificates are required within two months of employment.

Compensation: \$19-24/hour plus increased pay rate during facility rental events.