



# Facilities Manager Job Description

**Category:** Full Time, Year Round

**FLSA Status:** Non-Exempt

**Pay Type:** Salary

**Pay Range:** \$47,000-\$52,000/year plus benefits

**Schedule:** Five days/week, varying days 8 hours/day

**Direct Supervisor:** Deputy Director

## **Description:**

The Facilities Manager is a critical member of the team ensuring the best possible guest experience for visitors to Castle in the Clouds. This year-round position includes all aspects of maintenance and grounds management. The Facilities Manager provides strategic guidance and leadership while working alongside the facilities & maintenance team, who are responsible for the overall maintenance and upkeep of the buildings and grounds. The Facilities Manager is the primary contact and provides day to day oversight for contractors working on the property. Candidate must have familiarity with the building & landscaping trades. Guided by the Facilities Master Plan, candidate will manage all interior & exterior building maintenance, preventative maintenance & repair work, as well as assist in management of contractors on the property for special projects.

## **Qualifications:**

The ideal candidate will bring experience, flexibility, resourcefulness and a positive attitude to the role. The ability to multi-task, problem solve, prioritize projects and make decisions in a fast-paced environment is key. Attention to detail and a commitment to providing high quality work are necessary to succeed. Verbal communication skills and the ability to delegate and complete assigned tasks without supervision is expected. Leadership & Interpersonal skills necessary to interact with other team members and visitors in a pleasant manner. Knowledge of electrical, plumbing & wells is necessary. Applicants must be able to lift 50 pounds above their waist, have physical stamina to handle active shifts and have a valid driver's license. Regular attendance & punctuality is essential for success in this position.

**Essential Duties and Responsibilities** include but are not limited to:

- Direct supervision of part-time, seasonal, and volunteer team members in Maintenance, Grounds, Gardening & Housekeeping
- Duties include running routine safety inspections, corresponding with contractors, planning maintenance work, maintaining records
- Manage all areas of Buildings & Grounds:
  - Landscaping, Gardening & Snow/Ice Removal
  - Perform Routine & Preventative Maintenance & Repairs to Buildings
  - Ensure that facilities are working and safe at all times
  - Setup and clean-up of events and programs
  - Assist in Management of Housekeeping Team
  - Follow Facilities Master Plan
- Available to work early mornings, some weekends and an occasional evening
- Develop & implement regular schedules of maintenance and upkeep for all equipment & buildings & grounds
- Guarantees the safety and functionality of all facilities
- Manages & maintains custodial functions
- Supervises the maintenance, care, and efficient operation of all equipment

- Work productively with team members and independent of others
- Collaborate with Director of Preservation on preservation standards for the mansion
- Maintain up to date inspections and permits for wheelchair lift, dam, and drinking water
- Perform environmental hazard management/planning and remediation as necessary
- Serve as a staff liaison to the board Facilities Committee
- Participate as an active member of the senior management team to facilitate interdepartmental communication
- Ensure consistent delivery of Castle Concierge level visitor service
- Other duties as assigned by the Deputy Director or Executive Director

**To Apply:**

Interested applicants should submit a resume and cover letter via email or standard mail to:  
deputydirector@castleintheclouds.org -or-

Attn: Deputy Director PO Box 687 Moultonborough, NH 03254