



JOB OPENING: Facilities Manager

Farms Work Wonders is a nonprofit social enterprise whose mission is to expand opportunities for Appalachian youth so they grow to reach their greatest potential. We create living classrooms to provide real-life learning experiences and generate proceeds that are 100% reinvested back into the local community. In 2016, Farms Work Wonders launched the Wardensville Garden Market project—an organic farm, market, and bakery that has currently created over 100 local, good-paying jobs with most held by local high school students, and we continue to grow.

Farm Work Wonders (FWW) is seeking qualified and reliable candidates to join our Facilities team to assist in the day-to-day management of all FWW property. The Facilities Manager position will work alongside the Facilities team to manage the grounds, complete general repairs and maintenance, and offer assistance across other departments, as needed. The successful candidate will be dynamic and prepared for the challenge of helping us build and expand the team while also ensuring that it continues to run successfully and efficiently. The candidate must be results-driven and capable of setting and achieving ambitious goals.

RESPONSIBILITIES

- Work closely with the Facilities Director to develop, articulate, and implement an overall organized operation.
- Provide day-to-day strategic direction, and problem-solving, devising wise and actionable solutions to challenges small and large.
- Maintain a safe, clean, and hazard-free work environment.
- Ability to operate and run various equipment (string trimmer, chainsaw, leaf blower, zero-turns, tractor, shop equipment, etc.).
- Assess and perform preventative maintenance and general repairs on property and equipment.
- Perform routine property inspections and prepare reports on the condition.
- Assist with day-to-day operations and grounds maintenance across all properties.

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- The ability to lead and work with a team.
- Be familiar with technology (Structure and write emails, spreadsheets, documents, online conference calls, etc.).
- Instruct and manage team members on a daily basis (Make schedules, divvy out tasks, check up on staff members, look over completed work, report any inappropriate work behavior to your director).
- Available to be on call in case of an emergency.

QUALIFICATIONS

- Must have a high school diploma, GED, or equivalent work experience.
- Must be 18 years or older.
- Must have a valid driver's license.
- Experience with general repairs, maintenance and groundskeeping.
- Ability to work inside and outside, lift up to 80lbs and stand for long periods of time.
- Ability to take direction and demonstrate initiative when necessary.
- Ability to work alone or with a team on various projects.
- Must be reliable, have strong communication skills, and demonstrate an eagerness to learn.
- Must have weekend availability.

COMPENSATION

This position will start off at \$13-15.00/hr. commensurate with experience.

INSTRUCTIONS FOR APPLYING

We strongly recommend that you apply as soon as possible. We will interview prospective candidates on an ongoing basis to fill the position immediately. Please send a cover letter and your resume to the email address provided below:
George@farmsworkwonders.org

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selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, customers, volunteers, contractors, vendors, and anyone else we work with.