EMPLOYMENT OPPORTUNITY

Position: Facilities Manager
Start date: variable; July 2023 preferred.

The Prince William Sound Science Center solicits applications for a part-time, year-round facilities manager. The Facilities Manager is responsible for campus, building, seawater system, and vehicle maintenance; oversees janitorial staff; engages in project planning, coordination, and implementation; and advises on special Center-wide projects. PWSSC currently operates five buildings at four locations and has five vehicles in Cordova, Alaska, where the successful candidate is expected to reside. Strong organizational skills, and excellent troubleshooting and maintenance skills of complex systems are required.

The Prince William Sound Science Center is a 501c3 nonprofit community benefit organization whose mission is to advance community resilience and the understanding and sustainable use of ecosystems. We do this primarily through scientific research, STEM/STEAM education, and demonstration projects. Collaboration occurs across the region, Alaska, and with national and international partners. All team members are important to the success of carrying out our mission.

Qualifications:
Minimum high school graduate or G.E.D. required with training or certification as a building controls technician, electrician, refrigeration mechanic, or other recognized trade or the equivalent. Experience may be considered in lieu of training. Working practical knowledge of pumps, vacuums, mechanical systems, switches, valves, air handling units, direct digital controls, and the like. Supervisory experience is preferred. Must have a valid driver’s license.

The facilities manager reports to the Chief Executive Officer. They will be expected to interact with all members of staff as well as tenants, visiting scientists, and many vendors, both within and outside the community of Cordova. This person should be extremely organized and comfortable responding to requests and arranging required maintenance and repairs in a timely, professional fashion; comfortable and capable of using computers and tools alike.
Responsibilities:

• Maintain knowledge of the design, proper operations, and routine maintenance requirements of PWSSC building systems and vehicles including, but not limited to: HVAC, running seawater system, diesel, stove oil, gasoline, and propane-fueled systems and maintain said systems to function optimally.
• Must be fully capable of reading technical drawings, operations manuals, technical specifications, and written repair/maintenance procedures.
• Draft annual preventative maintenance plans.
• Ensure equipment maintenance, repair, and overhaul is completed in a timely manner.
• Maintain maintenance records, including for items under warranty.
• Support the development of maintenance budgets.
• Procure quotes for equipment and supplies according to procurement requirements and make recommendations thereof.
• Develop and manage vendor contracts for facilities maintenance projects within the confines of PWSSC procurement policies and practices.
• Maintain facilities’ grounds to ensure they are in safe and clean condition, including scheduling and/or performing snow removal as needed.
• Support movement of exhibits, laboratory, field, and office equipment.
• Schedule any required vehicle maintenance.
• Demonstrate an excellent working knowledge of the safe and proper use of hand tools, power tools, and test equipment used in daily activities.
• Willingness to occasionally work additional hours or hours outside of the typical work schedule which may include nights and weekends.
• Willingness to be on call to address issues that may result in threats to life support systems
• Perform related duties as assigned
• Supervise the janitorial staff.

Hours: 20 hours per week minimum preferred. The position will be required to be available for additional hours to address facilities issues and complete required maintenance and repairs.
Salary and benefits: Starting $30 - $35 per hour, depending on experience. This position is overtime eligible. Benefits include: medical, dental, vision; optional 403(b) retirement program with employer matching program; worker’s compensation insurance; and paid time off. Holiday time will be compensated proportional to the usual hours worked.

Physical Requirements: The physical demands described below represent those that the employee must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to see and hear; stand and walk; use arms and hands; reach overhead; stoop, kneel, and crouch; push and pull; descend and climb ladders; handle objects, tools, machinery, vehicles, computers, keyboards, and controls; be able to lift and move up to 50 pounds; drive a motorized vehicle.

How to apply:
Email the following to Finance Director Linnea Ronnegard (ronnegard@pwssc.org) with the subject line “PWSSC Facilities Manager: [Your First and Last Name]”: a 1-2 page statement of interest detailing your experience and interests in facilities maintenance and why the Science Center would be a meaningful workplace for you; a resume; a list of three references including contact information. Applicants must be authorized to work in the United States for any U.S. employer. Employees are subject to background checks. Submit application materials by 5pm AK on Wednesday July 12, 2023. Position will remain open until filled. Preferred start time preferably within July 2023.