

FACILITY MANAGER



Direct Supervisor:	Vice President, Facilities		
Department:	Facilities	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	\$55,000 – 65,000	Exempt/Non-exempt:	Exempt
Contact:	hr@lewisginter.org	Position Type:	FT
Date Posted:	April 19, 2023	Posting Expires:	Until Filled

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a nonprofit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the Garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
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Department Overview

The Facilities Department includes maintenance, operations, custodial, and information technology staff and bears primary responsibility for buildings, equipment, infrastructure, and related operating systems. This work requires a high level of coordination with all other departments across the organization.

Job Description

The Facility Manager is responsible for the care, maintenance and repair of the physical building and grounds infrastructure with an emphasis on safety, and stewardship of the Garden's built environment. This requires communicating effectively with a diverse team of staff and volunteers while providing hospitality for Garden guests.

The Facility Manager is both a supervisory and a functional position requiring strong personal skills in basic work of all trades – HVAC, electrical, plumbing, mechanical repair, carpentry, painting, etc. The Manager must exercise experienced judgement about those tasks that can be safely and effectively self-performed with staff talent and those that are best out-sourced to vendors and contractors.

Responsibilities

Supervisory

- Successfully manages Maintenance Coordinator, volunteers and students and strategically pair's responsibilities and schedules that best accommodate the needs of the organization, leads by example and nurtures morale and optimism with team members.
- Resourcefully supports daily work, including interviewing, hiring, training, supervising and performance assessment, with the ability to, coach, counsel, and transition staff.
- Ensures team members are trained and well versed in the Gardens values and safety protocols.
- Assist V.P. Facilities in management of departmental budget – monitoring expenses and forecasting for future budget period.
- Provide support for special events and programming as needed, which may be outside of regular work schedule.

Maintenance

- Collaborate with Maintenance Coordinator to coordinate necessary work by vendor and contract service providers. Assist with ongoing evaluation of performance and cost effectiveness of contractor relationships.
- Conduct routine facility inspections to ensure all systems are functional and proactively identify items requiring service or repair. Collaborate with Maintenance Coordinator to schedule required inspections of life safety systems (alarms, fire suppression, boilers, elevator, generators, etc.)
- Operate and monitor building automation systems (BAS) and greenhouse controls
- Coordinate exhibition build and renovation projects and monitor work to control schedule, budget, and quality results.
- Use service request/work order system to prioritize request for service and support issued by other Garden departments. Evaluate routine practices and procedures to improve efficiency, collaboration, and quality of service.
- Solicit proposals/quotes from contractors and service providers for special repair or modernization initiatives. Evaluate proposals and make recommendations for contractor selection. Coordinate project through completion.

- Perform sourcing and purchasing of supplies and equipment with timely record keeping and cost accounting.

Skills and Abilities

- Strong supervisory skills and proven successful management background.
- Strong project management and time management skills.
- Demonstrated ability to collaborate with others and across teams.
- Demonstrated ability to manage multiple projects of varied size and complexity.
- Strong ability to read and understand architectural and engineering drawings.
- Knowledge of standard construction practices and project management.
- Mechanical aptitude and proficiency with standard hand and power tools.

Each employee of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to the security of their property, ensuring that all concerns are reported promptly.
- Must report all mishaps, injuries, and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources,
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.
- Have proof of a COVID-19 vaccine.

Physical Demands / Working Conditions

- Valid Driver's License
- Ability to lift and carry up to 50 lbs.
- Prolonged walking or **standing** and frequent **bending, stooping,** and reaching on a daily basis.
- Must be comfortable working using ladders, lifts, scaffolding, and similar safety equipment.
- Ability to work outdoors in all weather conditions.
- Comfortable working in immediate proximity to general public in a safe and friendly manner.
- The position requires familiarity with all public areas of the 82-acre Garden property and the ability to move regularly throughout the Garden campus.
- *Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

Education and Experience

- Minimum 2-3 years experience as a Facility Manager required.
- Work requires communication, analytical and organizational skills generally acquired through completion of a bachelor's degree program. Equivalent experience is also highly valued.
- Operating experience and familiarity with greenhouse controls and building automation systems
- Work experience in a cultural non-profit, educational institution, or hospitality venue is preferred.

- Familiarity with operation of ornamental fountains, water features, and swimming pool equipment is desired. Certified Pool Operator (CPO) license desirable, or willingness to seek license within first six months of hire.
- Proficiency in conversational Spanish preferred.

Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to hr@lewisginter.org