

## Oregon Country Fair

### Site & Facilities Manager Job Description

<b>Job Title:</b>	Site & Facilities Manager	<b>FLSA Classification:</b>	Salaried, Exempt
<b>Reports To:</b>	Executive Director	<b>Travel Required:</b>	
<b>Location:</b>	442 Lawrence, Eugene OR. 97402	<b>Position Type:</b>	Regular, Full-Time
<b>Level/Salary Range:</b>	\$50,000 - \$75,000	<b>Date Created:</b>	11-16-14; Modified 12-1-21
<b>HR Contact:</b>	Executive Director	<b>Date posted:</b>	12-1-21
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	12-29-21
<b>External posting URL:</b>	<a href="http://www.oregoncountryfair.org">www.oregoncountryfair.org</a>		
<b>Internal posting URL:</b>	<a href="http://www.oregoncountryfair.net">www.oregoncountryfair.net</a>		
<b>Scope of Job Description for OM:</b>			
<p><b>The Site and Facilities Manager (SFM)</b> is responsible for the successful management of the properties and facilities owned by the Oregon Country Fair (OCF) in Veneta, Oregon. The SFM works under the direction of the Executive Director (ED).</p>		<p><b>OCF Employee Job Description Documents:</b> OCF employee positions and job descriptions represent a framework or matrix of roles and responsibilities within the complex and multifaceted culture of the organization. The ability to delegate to applicable employees and volunteers ensures that essential functions are fulfilled.</p>	

**MISSION** *The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth and transform culture in magical, joyous and healthy ways.*

**SITE AND FACILITIES MANAGER POSITION** The SFM is appointed by, and serves at the will of, the ED who has the authority to modify the SFM’s job description or assign other duties as needed. The SFM has primary responsibility for managing Oregon Country Fair’s site and facilities. The SFM prudently manages delegated budget resources and OCF assets.

The SFM is supervised and evaluated annually by the ED.

#### **POSITION PURPOSE**

The Site and Facilities Manager (SFM) is responsible for the successful management of the properties and facilities owned by the Oregon Country Fair (OCF) in Veneta, Oregon. This includes prudent management of the assigned financial resources and related equipment, overseeing site security and activities, and site safety. The position supervises the Caretaker (CT) and Groundskeeper (GK) as well as permanent and temporary employees, individual volunteers, contractors and crews as directed by the Executive Director (ED) or as necessary to accomplish tasks and assist coordinated crews’ on-site projects. The SFM monitors all off-season activities on the properties and helps plan for the future needs of the properties. Specific responsibilities will vary based on specific job requirements.

#### **JOB LOCATION AND WORKING CONDITIONS**

To facilitate the performance of the SFM duties and for the OCF's convenience, the SFM will be provided office space at the OCF site. The SFM is required to live on-site during Main Camp (a period no less than 45 days prior to the three-day primary event of the organization) and through the budgeted duration of Post-Fair Main Camp. The SFM is not expected to live on-site throughout the rest of the year. The SFM will have a regular schedule that involves working weekends throughout the year.

On-site working conditions require the ability to climb, step over objects, and maneuver through loose, wet, or uneven surfaces similar to those of a construction site. The ability to lift and carry seventy (70) pounds, open and close gates, warehouse doors, operate equipment such as tractors, trucks, and lawn mowers, and to walk, stand, and sit for long periods of time is essential. The use of communication equipment including two-way radios and other communication equipment deemed suitable or necessary is also required.

This is an exempt, supervisory position with responsibilities that may arise outside of normal business hours due to fair grounds or facilities usage needs or emergencies.

## **SCOPE OF AUTHORITY**

The SFM will be supervised by the ED and will confer with the ED at least once a week. The SFM will coordinate, supervise, and evaluate the CT and GK and any temporary employees, as directed by the ED or as necessary.

The SFM directs the planning and organization of all site-related activities including (but not limited to) those of the CT, GK, Site Crew, Tree Crew, Green Thumb, and VegManECs, delegating when and where needed. The SFM, however, has final decision-making authority. The SFM will continue to function in a management role during Main Camp and will attend all appropriate meetings. The SFM has the authority (within budget constraints) to hire and terminate temporary employees and contractors as needed.

The SFM has the authority (when policy does not exist) to make site-related operational decisions after consultation with affected parties and the Executive Director (ED).

The SFM has the authority to make prudent decisions on expenditure of approved budgets and may make necessary deviations from approved budgets to meet crisis situations as needed. The SFM may request approval from the ED for the authority to spend up to \$500.00 above a budgeted amount in a non-emergency situation. The SFM shall notify the ED of any crisis situation and may request authority from the ED to spend above the budgeted amount.

## **ESSENTIAL JOB FUNCTIONS, YEAR-ROUND DUTIES AND RESPONSIBILITIES**

The SFM is responsible for the year-round stewardship of the land.

The SFM directs and coordinates the use of the site and facilities by Fair personnel, members, groups, and organizations within the community including set-ups, teardowns, clean up, and staff scheduling.

The SFM will physically assist as necessary with the duties of running the site including the duties of those (s)he supervises and the events and programs that are scheduled.

The SFM supervises the Fair's care-taking, maintenance, grounds, and cleaning staff. These duties include coordination of staff's professional growth, accountability, scheduling, and teamwork.

The SFM maintains lines of communication with coordinators and standing committees that make decisions affecting the use of the land and will attend BOD, LUMP Committee, and other meetings as directed by the ED.

The SFM establishes a positive work environment supporting a team structure. The SFM solicits employee ideas and creates an open and collaborative atmosphere.

The SFM maintains an updated site task log which tracks who is assigned to the task, start and completion dates, and any notes on the outcome.

The SFM attends a minimum of two trainings annually. One training will focus on personnel, payroll, legal, or supervisory issues. The other training will focus on management style, motivation skills, or organizational effectiveness.

## **SAFETY**

The SFM, in conjunction with the ED, will be involved in managing safety issues concerning OCF assets. This includes (but is not limited to) responsibility for maintaining safe working practices of the employees and volunteers, safe equipment, safe operation thereof, and safe event conditions.

The SFM facilitates safety inspections and takes reasonable and prudent actions to eliminate identified hazards in an appropriate and timely manner.

The SFM ensures that employees and volunteers receive appropriate safety training and equipment and foster a workplace safety culture.

### **FACILITIES/EQUIPMENT/INFRASTRUCTURE**

The SFM assesses and schedules the timely maintenance and repair needs of OCF properties including (but not limited to) structures (Yurt, Ware House, etc.), equipment (tools, trucks, tractors, etc.), infrastructure (grass, paths, roads, bridges, fields, fences, etc.), and landscape.

The SFM develops plans for 24-7 coverage relating to site and facility use, custodial, grounds, maintenance, safety, security, and emergencies.

The SFM solicits and analyzes proposals from contractors and sub-contractors.

The SFM estimates the time and materials costs of proposed projects for the purposes of budgeting, planning, and accountability of actual project costs.

The SFM periodically assesses the capacity and condition of utility and building systems and repairs and maintains each appropriately.

The SFM develops and keeps current a master schedule of all construction, renovation, and repair projects.

The SFM manages maintenance and repair backlog to an established level by using contractors to supplement the volunteer work force and minimize project turnaround time.

The SFM monitors contractor performance to ensure that the contractor meets all job requirements.

### **FINANCIAL**

The SFM is responsible for developing and monitoring operating budgets and capital projects on a line-by-line basis.

The SFM performs cost analysis of contractor versus in-house projects, decides when to utilize a vendor, and solicits multiple bids on projects when possible.

The SFM's duties shall be limited to the budget approved by the Board of Directors (BOD) subject to the emergency financing set forth above. If the SFM's duties cannot be performed within budget or the emergency provisions, the SFM shall seek timely approval of additional funding to perform his/her duties.

### **VEHICLES AND EQUIPMENT**

The SFM manages a fleet of vehicles and farm equipment. The SFM establishes policies for inspection, maintenance, and scheduling of repair of equipment via a comprehensive fleet maintenance plan.

The SFM directs and coordinates activities of volunteers engaged in servicing and repair of OCF's vehicles and equipment. The SFM contracts for repair services when in-house abilities or time constraints exist. The SFM assigns and directs activities of service and repair personnel and follows up on repairs being made.

The SFM consults with staff, coordinators, and volunteers on equipment repair and replacement needs on a regular basis.

The SFM maintains and updates vehicle, equipment, and machinery records including operating manuals, maintenance literature, materials information, etc.

The SFM keeps DMV requirements current such as registration, tags, and plates where applicable. The SFM consults with the ED on insurance requirements and coverage of all vehicles.

**CRITICAL SKILLS AND ABILITIES**

- Awareness of environmental concerns and issues including basic land use management planning.
- Project management/facilitation with the ability to develop and initiate strategies for the full life cycle of projects.
- Supervise and positively motivate, direct, and train employees and volunteers.
- Communicate and interact collaboratively with employees, volunteers, and supervisors both effectively and productively.
- Maintain a positive attitude and desire to assist site and facilities visitors, users, and volunteers.
- Strong oral and written communication skills, including the use of technology.
- Experience with people from varied backgrounds.
- Strong interpersonal skills.
- Ability to write reports, plans, and proposals.
- Ability to maintain paper and electronic systems.
- Knowledge of basic math and budgeting skills.
- Possess mechanical aptitude and general construction knowledge and terminology.
- Knowledge of state and county building and land use codes and regulations.
- Ability to judge quality of performance in all major technical trades.
- Experience in a technical trade (carpentry, landscaping, mechanical, or electrical).
- Analyze and interpret general business documents and governmental regulations.
- Proficiency with word processing, database, and spreadsheet software programs.
- Ability to respond quickly and effectively in an emergency.
- Ability to prioritize and perform multiple tasks.
- Must be physically capable of performing essential duties required after reasonable accommodation of any disabilities.
- Maintain current certification and ability to perform CPR and first aid (within 60 days of hire).
- Work collaboratively with all levels of the organization, to ensure a culture that embraces diversity and promotes inclusion and equity as an integral part of operations.

**EDUCATION AND/OR TRAINING**

Demonstrate an educational, training, or experience level in supervising grounds, construction, facility operations and/or maintenance staff. Related experience can entail construction or facility management and must be adequate to fulfill the essential job requirements.

Oregon Country Fair is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Oregon Country Fair makes hiring decisions based solely on qualifications, merit, and business needs at the time.