



JOB ANNOUNCEMENT

POSITION: Facility Manager

Promise Ranch Therapies & Recreation (PRTR) has a need for a Facility Manager at our 17-acre property. PRTR is a non-profit 501(c)(3) organization offering Equine-Assisted Therapies and Vocational Training. PRTR serves children, adults, and veterans living with developmental, emotional, mental or physical challenges. We have been serving our community since 2009.

The Facility Manager is an integral part of our team, ensuring that our property is well maintained and safe for our participants, employees, horses, volunteers, and visitors.

DESCRIPTION OF DUTIES AND TASKS

- This position is responsible for the overall maintenance of Promise Ranch to ensure the safety and wellbeing of its employees and horses, and safeguarding the nonprofit's funds and property.
- Provide leadership and technical solutions for all facility maintenance issues, and make related administrative reports.
- Make general repairs
- Carpentry and other projects as assigned
- Coordinate contractors for larger projects
- Direct volunteers in work projects
- Drive 4-wheeler or tractor
- Operate and maintain equipment, tools, towables, vehicles, and implements, ensuring safe and proper usage
- Maintain Buildings, Grounds, Pastures, Arenas and Trails
- Lift and transport up to 50 pounds
- Work outside as duties require, i.e. landscaping, moving hay and shavings, dumping manure, shoveling snow

QUALIFICATIONS

- Prior experience in facilities management and repair *or* agricultural settings that involve equine care and facilities *or* in farm and ranch practices *or* prior experience in any relevant trade including electrical, automotive, plumbing, masonry, and/or carpentry.
- Excellent problem-solving skills, communication and interpersonal skills.
- Ability to self-direct, work independently and as part of a team.
- Have passion for the mission of Promise Ranch: *Enhancing Our Community Through Connection and Inclusion*

ORGANIZATIONAL RELATIONSHIPS

- ★ The Facility Manager will work in collaboration with and report to the Ranch's Vice President, who coordinates the property development.
- ★ The Facility Manager will work closely with the Equine Manager, the Barn Manager, and Volunteer Manager to schedule, coordinate, and staff property projects with appropriate volunteers.
- ★ The Facility Manager will work as a job coach to PRTR interns and employees with intellectual/developmental disabilities, who are learning job skills at the Ranch.

REQUIRED EDUCATION

- High School Diploma or GED and Bachelor's degree
- Must possess a valid driver's license at time of appointment

PHYSICAL DEMANDS

This job is considered heavy work. Heavy work is defined by the Social Security Administration as follows: lifting up to 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. You will also be expected to do medium, light, and sedentary work as the job requires.

ENVIRONMENTAL FACTORS

- Indoor and outdoor work in all environments, including inclement weather
- Walking between work sites
- Exposure to dust, heat, cold, moisture, equines and other animals, associated odors, and noisy conditions.

Hours: 20-30 hours per week, Monday-Saturday, with some on-call hours.

Pay rate: \$22-\$25/per hour

Send resume and letter of interest to jamie@prtr.org with "Facility Manager" in the subject line.