

POSITION: Facilities Manager

ORGANIZATION VISION AND MISSION: Pontchartrain Conservancy's (PC) *vision* is an environmentally sustainable, prosperous, and resilient region. Our *mission* is to drive environmental sustainability and stewardship through scientific research, education, and advocacy.

POSITION SUMMARY:

The Facilities Manager is responsible for ensuring the safety of and the upkeep, repair, and maintenance of equipment at all PC office spaces and the lighthouse. This role involves hands-on maintenance, vendor coordination, and strategic planning to support a welcoming and efficient environment for staff, volunteers, and visitors.

This position is full-time at 32 hours weekly. Healthcare and benefits package available.

DUTIES AND RESPONSIBILITIES:

- Conduct and/or oversee the repair and maintenance of all PC assets. This includes buildings, vehicles, boats, and inner office infrastructure.
- Develop a strategy to inspect and repair equipment and facilities at PC offices and at the lighthouse.
- Oversee contractor support for repairs and maintenance, as needed.
- Develop budgets for facility needs.
- Manage PC's physical infrastructure, lighthouse, and system maintenance (HVAC, plumbing, security, cleaning, supplies, etc.), with support of Community Engagement Director.
- Support PC's Safety policies and procedures, and suggest improvements, as needed.
- Ensure compliance with health, safety, and accessibility regulations.
- Maintain inventory of supplies and equipment; manage procurement as needed.
- Support event setup and breakdown, including furniture arrangement and AV equipment.
- Serve as a member of PC's Safety Team.
- Develop and implement preventive maintenance schedules.
- Assist with emergency preparedness and response planning.
- Assist with offsite volunteer event preparation and execution.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- High School diploma or equivalent.
- Work experience in project, facilities, or maintenance management.
- Strong understanding of mechanical, electrical, plumbing, and HVAC systems.
- Basic knowledge of OSHA and ADA compliance.
- Proficiency with computer applications such as Microsoft Outlook, Word, and Excel.
- The ability to work independently in an organized, methodical, and meticulous manner.
- Strong decision-making and problem solving skills.
- Ability to effectively work with people of diverse backgrounds and experiences.



Facilities Manager

- Commitment to the mission and values of PC.

Working Conditions:

- May require occasional evening or weekend hours.
- Ability to lift up to 50 lbs and perform physical tasks as needed.

~~~~~

*Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume **to [frank@scienceforourcoast.org](mailto:frank@scienceforourcoast.org)**. Candidates will be notified of follow-up interviews.*

*PC provides equal employment and advancement opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, pregnancy, gender, disability, national origin, ethnic background, veteran status, sexual orientation, gender identity and expression or any other characteristic protected by applicable law.*