



Reid Park Zoological Society

Come join us at the Reid Park Zoological Society!

Reid Park Zoological Society is seeking a Facilities Manager. The Society is a 501(c) (3) nonprofit organization whose mission is to support, advocate for and enhance the value of Reid Park Zoo and its mission to encourage commitment to the conservation of biological diversity and to provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in Southern Arizona with approximately 500,000 visitors annually. As part of the voter initiative passed in 2017, Reid Park Zoo has plans for over \$60M in construction over the next ten years.

Overview:

The Facilities Manager will provide leadership & oversight of ongoing operations and facilities to ensure the highest standards with a focus on maintaining the Zoo's physical structures, equipment and infrastructure through a focus on preventative maintenance, as well as repair and replacement programs. The Manager must possess an exceptional ability to lead and manage the Maintenance and Grounds teams and develop strong, trusting relationships in order to gain support & achieve results with impeccable integrity and a high energy level. The position requires broad knowledge and experience in project management, general trades, preventative maintenance programs and asset management. This is a hands-on position in a fast-paced environment of a growing organization.

Reid Park Zoological Society is an equal opportunity employer. This is a FLSA exempt, full time position. Please submit your resume to hr@reidparkzoo.org. No phone calls or office visits please.

FACILITIES MANAGER

Reports To: Director of Zoological Operations

Responsibilities:

Security

- Work closely with all managers on matters relating to safety, appearance of facilities, and zoo operations as it pertains to facilities, maintenance, and grounds.
- This duty includes assuring compliance with regulations and inspections (including but not limited to rides inspections, OSHA, USDA, Association for Zoos and Aquariums and City of Tucson MAITS).
- Ensure emergency readiness and participation in emergency drills as related to facilities, maintenance and grounds.

Maintenance

- Maintain list of maintenance projects, status, cost, completion date and staff assignments, ensuring projects are prioritized and progress.
- Provides strategic direction for the continual development and efficient use of resources, including ongoing analyses of their effectiveness.
- Ensures that all buildings are in good condition and that facilities including animal care facilities, meet or exceed all state and federal requirements, including AZA standards.
- Participate in master planning and construction process, providing coordination as requested.
- Ensure that all exhibit furniture is appropriate and safe. Ensures adequate light and ventilation in buildings and holding areas.
- Ensures regular program of water quality monitoring and documentation for all semi-aquatic and aquatic animals. Maintain life support systems and facilitate cleaning of large systems and pools.
- Manages all in-house and outsourced facilities services and functions for RPZS; ensuring standards of performance and outcomes are met according to service agreements and established best practices.
- Participates in AZA re-accreditation efforts including physical facilities and safety/ security.
- Ensures all project decisions and agreements are made in the best interest of RPZS
- Working closely with the Maintenance and Grounds Supervisors, provide project management for repair and maintenance projects, prioritizing items and making determination for whether projects are done in house or outsourced.
- Develop a program for addressing maintenance on a rotating schedule according to best practices for replacement and repair of building features, fixtures and furnishings.
- Work with the Maintenance and Grounds Supervisors to ensure the grounds, walkways, restrooms, parking lots and other features of the Zoo are kept clean, in good repair and are aesthetically pleasing for guests.
- Works with Animal Care staff assist with pest management program.

Grounds

- Maintain list of grounds projects, status, cost, completion date and staff assignments, ensuring projects are prioritized and progress.
- Oversee the Grounds team to consistently maintain the Zoo's landscape at a high level creating an environment that is enjoyable and educational for visitors.
- Involve and consult with the animal care team in the design and maintenance of exhibit landscape.
- Provide support for various Zoo events.
- Oversee the management, development and design of plant material in all exhibit and public areas.
- Work in tandem with Animal Care team to support browse program for animals throughout the year.
- Work with education team to provide information to the public regarding the plant life.
- Ensure that chemicals/ pesticides are acceptable for use on grounds/ animal care areas.

- Implement sustainable horticulture practices wherever possible.

Asset and Financial Management

- Partner with the Finance department on matter pertaining to equipment procurement, competitive bidding of contracted work and contract development.
- Organize, catalog and maintain site and building plans. Also maintain records and warranties of equipment and buildings; establishing and maintaining an accurate and constantly changing record of facilities/maintenance inventory and operating equipment.
- Working with the CFO/Director of Business Operations, ensure appropriate controls of inventory including tools is maintained and tracking system is operated to protect assets. Ensure assets that are no longer useful are disposed of in the manner required depending on their purchasing source, returning public assets to the City of Tucson.
- Prepare annual operations and capital budget for the Facilities division. Monitor budget throughout year, approving requests for appropriate supplies and services within the authorized limits and in accordance with procurement policy. Develop long-range strategies.

Supervision

- Provides supervision to direct reports & leads annual performance review discussions.
- Partners with Human Resources regarding recruitment, employee relations, performance management, compensation, staffing, training and related issues.
- Ensures regulatory compliance related to functional areas of responsibility.
- Creates, fosters and maintains positive teamwork.
- Provides training, coaching and mentoring to encourage & promote employee development.

Management Team Member

- Supervises the Maintenance and Grounds Supervisors.
- Prepare status reports for management team, Board of Directors, City of Tucson and others as requested, showing status of construction projects and significant maintenance and grounds projects.
- Serves as primary liaison with Volunteer Committees as requested.
- Participate in Management Team meetings and other meetings as requested.
- Other duties as assigned.

Preferred Qualifications, Skills and Abilities

- Bachelor's degree in business, project management, construction, facilities management or related field required.
- Minimum of 6-8 years in grounds/ maintenance/ facilities management experience with experience in governmental entities, public budgets and bid processes.
- Experience of large construction projects desirable.
- Possession of current driver's license.

- Must be able to willing to undertake a background check & have acceptable results.
- Regular, physical attendance at work.
- Ability to develop & sustain effective working relationships.
- Excellent communication, leadership, influencing & presentation skills and ability to build relationships internally and externally.
- Ability to manage complex projects on time and on budget.
- Must be able to maintain discretion with confidential information.
- Must exhibit excellent organizational skills.
- Must be self-motivated and results oriented.
- Ability to read, analyze and interpret complex documents.
- Must be proficient with Microsoft Office and be able & willing to adapt to various other computer programs.
- Ability to use radio, telephone, and computer to communicate and follow written and verbal instructions.
- Must be able to sit for long periods of time performing computer work.
- Must be able to operate a variety of office equipment.
- Ability to lift up to 50lbs.
- Must be able to work in routine exposure to outdoor elements including exposure to soiled materials and light chemical substances.

Reviewed By:	Signature	Date
Employee:		
HR Director:		