

## ***Facilities Manager***

**Department:** Operations  
**Supervisor(s):** President  
**Position Term:** Early May through Late September.  
Additional winter work may be available on a case-specific basis.  
**Start Date:** ~May 1, 2020, with potential for short overlap summer/fall 2019

**Position Description:** The Facilities Manager works cooperatively with the management to maintain the physical infrastructure of the Company, which includes tools, equipment, buildings, vehicles and grounds. During the summer season, this person trains, supervises and instructs a 4 to 6 person crew comprised of skilled, semi-skilled and/or unskilled workers in the implementation of maintenance objectives. Pre- and post-season work includes opening/closing the seasonal systems, planning, procuring inventory and hands-on work with construction projects plus assisting in hiring operations staff.

**Compensation:** Salary is commensurate with training and experience. A high-deductible group health insurance plan, which can be paired with an employee-funded Health Savings Account (HSA) is offered. Health insurance premiums are currently paid 100% by the company, including through the offseason if this manager returns for the next season. A retirement savings option is provided beginning in the third year of employment via a SIMPLE IRA; the employer provides an annually revised contribution of up to 3%, which may be dependent on employee participation. There are no charges for room or board during the summer season. Summer guest gratuities are pooled and divided equally among all staff, amounting to approximately \$500/person/month. A seasonal travel stipend is paid upon completion of a full contracted season to help defray the cost of travel.

### **Major Functions:**

- Support the mission of Camp Denali and North Face Lodge.
- Service and maintain two power generation facilities, their associated distribution systems (one hybrid diesel, photovoltaic generator, and one conventional diesel generator)
- Oversee, perform testing, and scheduled reporting for two surface water treatment plants and their distribution systems
- Daily cleaning, maintenance, prepping, diagnostics, and repair of a large motor pool (40 vehicles total: light trucks, vans, busses, medium duty trucks, loader-backhoes, trailer, bulldozer, and snowmobiles)
- General building maintenance, including carpentry, painting, roofing, etc.
- Maintain two commercial kitchens and a bakery
- Landscaping of grounds and road maintenance of 1.5 miles of gravel roadway
- Repair of systems and appliances: plumbing, heating, refrigeration, electrical, waste water/septic, and fueling
- Fire training, fire response and suppression
- MSDA, OSHA, DEC and other regulatory awareness, compliance and recordkeeping
- Maintain Operations department inventory
- Supervises a core crew of 3-5 staff that work in the Operations Department 3-5 days per week. Other staff may work in the Operations Department 1-2 days per week

### **Knowledge, Skills & Abilities:**

- Prior experience and basic skill with general carpentry, fine carpentry, automotive and truck repair, plumbing, heating, electrical wiring, generator maintenance, and metal fabrication

- Class B commercial drivers license with hazmat and airbrake endorsements (or ability to acquire)
- Alaska Water Treatment Operator Certification(s) (or ability to acquire).
- Familiarity with tractor, loader, forklift, backhoe and bulldozer
- Project design, preparation and ordering
- Demonstrated attention to detail and thoroughness in past work experience
- Strong team player, with supervisory experience and a readiness to fill-in as needed
- Management style that relies heavily on leading by example
- Written, verbal and visual communication skills
- Desire to live and work in a remote location for a small, family-owned business
- Physical fitness and stamina
- Three-season commitment

**Working Conditions & Physical Demands** Minimum work arrangement is 50 hour/week, worked across five days. Will work seven days a week and longer hours during early/late seasons and during facility “emergencies”. This position is “on call” overnight and through weekends to help support time-sensitive maintenance concerns. Long hours of standing and walking. Lifting and carrying heavy objects. Climbing ladders. Working outdoors in inclement and buggy weather. Use of hand tools and power tools.