



Sienna Ranch

3232 Deer Hill Road
Lafayette, CA 94549
www.siennaranch.net
(925) 283-6311

Job Posting Facilities Manager

ORGANIZATION

[Sienna Ranch](http://www.siennaranch.net) connects youth to nature through compelling outdoor experiences in order to foster a compassionate and environmentally aware future. We provide farm education and immersive nature programming to youth PreK-8th grade. Our program offerings also include woodshop, natural building, archery, horseback riding, gardening, science, pottery, survival skills, naturalist skills and more. Sienna Ranch is situated on a 21-acre family-owned ranch in Lafayette, CA.

POSITION SUMMARY

Sienna Ranch's Facilities Manager is responsible for maintaining ranch facilities, outdoor education environments, animal enclosures, fencing, and trails on our 21 acre farm. The Facilities Manager reports directly to the Operations Director and is a member of the Ranch Management team which includes the Education Manager and Animal Care Manager.

A strong applicant will be a "jack/jill of all trades" with training in many different fields including but not limited to: automobile/tractor operations/maintenance, plumbing, electrical, fence repairs, concrete work, cleaning/disinfecting procedures, power tool operations, and general construction. The Facilities Manager coordinates regularly with the Ranch Operations Team to assist or seek help with maintenance tasks and chores as needed or directed.

SCHEDULE SUMMARY

Non-exempt. Hourly. Full-time. Year-round.
35-40 hours per week, occasional weekend work may be required
Start Date: August 15, 2021

ESSENTIAL JOB FUNCTIONS

- Maintains the ranch facilities, including all buildings, animal enclosures, grounds, outdoor education spaces and trails in a safe, functional and attractive manner, consistent with organizational values and available budget.
- Manage annual facilities budget, making purchases and recording expenses
- Manage and implement ongoing site safety, repairs, and improvements in accordance with Sienna ranch's preventative maintenance schedule (annual, seasonal, monthly tasks), including maintaining the following systems:
 - Plumbing
 - Sewage
 - Electricity/Solar
 - Waste Management
 - Manure and Compositing
 - Fire safety (extinguishers, fire alarms, etc.)
- Manage and Train Facilities Personnel (Facilities Technicians and part-time Assistants) when needed to complete project assignments safely and effectively
- Manage shop supplies, tools and materials including safe, neat and efficient storage
- Maintain property fence lines and site infrastructure
- Maintain updated property map for all infrastructure and systems
- Responsible for the maintenance and upkeep of ranch tractor
- Design and maintain infrastructure for ranch animals in collaboration with Animal Care Manager
- Design and maintain infrastructure for all program areas in collaboration with Education Manager and Operations Director

- Support Learning Garden and Market Garden infrastructure and planning in coordination in collaboration with Nature Instructors and Operations Director
- Support strategic planning for sustainable land use development in accordance with holistic management principles
- Support Animal Care Manager in maintaining grazing pastures
- Coordinate orchard maintenance with Facilities Technicians
- On Call as point of contact for contractors, laborers, tenants, consultants, etc.
- Lead work sessions for large scale and speciality facilities improvement projects.
- Demonstrate safe work practices perform tasks according to the Sienna Ranch Safety Program and enforce safety policies and procedures. Lead 2-3 safety training sessions with staff per year and maintain all OSHA safety documentation
- Use a variety of hand and power tools, electric meters, and material handling equipment in performing duties
- Read and interpret equipment manuals and work orders to perform required maintenance and service. Review and understand equipment and methods of operation
- Communicate with instructors, animal care, and administrative staff as necessary, proactively address any issues which may arise in a professional, respectful and appropriate manner
- Maintain prompt and professional email communication
- Encourage respect and compassion between with all Ranch staff and students, as well as respect for the Ranch animals, equipment, and facilities
- Support the existing Sienna Ranch procedures, activities, norms, values and practices of the Sienna Ranch community
- Participate in staff trainings and professional development as required

REQUIREMENTS

- 2-5 Years of relevant experience.
- High school diploma. Trade school degree/diploma a plus.
- Experience/familiarity with farm animals (horses, goats, sheep, chickens, ducks) a plus.
- Committed to being an active part of a solution-oriented, self-motivated, cooperative, professional community atmosphere
- Able to work with minimal direct supervision and to independently problem solve
- Perform work in outdoor environments with exposure to elements (including direct sun and rain).
- Standing, Walking, Sitting, Reading, Stooping, climbing Ladders, crawling in /through low/confined spaces;
- Hand and Finger Dexterity, Clear Speech, Hearing/Listening Reading and Writing, basic Math and Analytical Skills, Judgment, Problem Solving and Decision Making; and Heavy Lifting and Moving of Ranch Equipment.
- Must be able to lift 60 lbs
- Current First Aid and CPR for Adult and Child certifications, and clear TB test results (or ability to acquire before first day or work)
- Ability to pass FBI/DOJ background check for working with children
- Clean and current driver's license

COMPENSATION

- \$19-24/hr based on experience
- Kaiser HMO Medical and United Health Care Dental HMO Coverage after 3 months of employment
- 401(k) available after one year of employment

APPLICATION

Please submit your resume, cover letter, and at least 3 references to ops@siennaranch.net.

Sienna Ranch is dedicated to building a culturally diverse and pluralistic team committed to teaching and working in a multicultural environment. We strongly encourage applications from people of color and other groups traditionally under-represented in outdoor education.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.