



**Posting Contact:** Leigh McGonagle, [leigh@poplarpointstudio.com](mailto:leigh@poplarpointstudio.com)

**Job Description:** Facilities Manager

**Job Type:** Part Time (10-20 hrs/wk), Seasonal

**Pay:** \$16-20/hr depending on experience

**Location:** Moravia, NY

Poplar Point Studio is the premier horticulture and fine gardening service in the Finger Lakes Area. We are focused on making great gardening accessible – offering services from regular garden maintenance, garden coaching, plant design & selection, garden installations, annual & container plantings, holiday décor and garden workshops.

Working here means more than being part of a team – it is a family. We care deeply about our customers as well as those that we work with – directly on the team, or indirectly with vendors and suppliers. We are passionate about sharing our knowledge of horticultural practices, and strive for continuous learning in everything we do. At the core of PPS are driven horticulturists, creative problem solvers, and conscientious land stewards who are dedicated to providing expert green industry services.

As Facilities Manager your job is to make sure that the tools, equipment and work spaces that the team members are in good working order. Tools should be safe, secure and working efficiently so that the team can do their jobs. This requires a wide variety of skills, the ability to work independently to solve problems, and the ‘jack of all trades’ mentality to help get things done.

The ideal candidate for the Facilities Manager would be someone:

- Strong work ethic - gets satisfaction from working hard and seeing the fruits of their labor
- Has strong mechanical skills with the ability to repair and maintain small equipment
- Has experience using hand tools and small power equipment
- Has a passion for working with their hands and problem solving
- Is organized and able to proactively manage tasks
- Enjoys being a generalist, and can adapt to different needs depending on the demands of the business
- Likes to have fun in life and has a positive attitude

Job Duties would include:

- Create and manage schedule for preventative maintenance of all tools, small equipment and fleet vehicles
  - o safety inspections
  - o grease fittings
  - o power washing
  - o oil changes & small mechanical repairs
  - o sharpen/repair hand tools
- Manage backlog of projects for property; capital investments and one-off repairs
- Maintain trucks & trailers so they are in good working condition throughout the season
- Shop and facilities are organized, well kept and clean

3901 Long Hill Road, Moravia NY 13118 P: 607-645-3034

[www.poplarpointstudio.com](http://www.poplarpointstudio.com)

- Grounds are maintained on a weekly basis; mowing, weed whacking, burn pile managed, compost/debris are sent away periodically, shop space is clean, extra supplies are organized
- Tools & materials that crews need are prepped and available for them each day
- Advanced Tasks:
  - o Meet with Production/Field Managers to review upcoming landscape projects & scheduled work to make sure all equipment needed for those jobs is available & ready to go
  - o Help coordinate equipment rentals needed for larger jobs
  - o Pick up supplies, parts & other materials as needed for upcoming work

#### Minimum Qualifications:

- High school graduation or GED Certification
- Must be at least 21 years old
- Valid NYS Driver's License, Clear driving record
- Physical strength, flexibility, maneuverability to perform the duties of the position
- Work experience in mechanic shop, service garage or farm repairing equipment

#### Skills, Knowledge & Abilities:

- General knowledge of types of motorized equipment and hand tools
- Proficient mechanical skills to maintain tools and equipment
- General knowledge of safety hazards related to the job and equipment
- Demonstrable ability to prioritize work and manage time
- Professionalism, effective communication in any form
- Attention to detail
- Ability to comprehend general and complex oral and written instructions
- Ability to read, write and communicate well with others
- Advanced Skills:
  - o welding/fabrication
  - o irrigation systems
  - o small construction/carpentry projects
  - o heavy equipment operation (Skidsteer, forklift, mini excavator)

#### Special conditions/requirements

- Must be able to have flexible work hours, evenings and weekends are preferred as team may be in the field with tools, equipment and vehicles, so maintenance has to work around their schedules
- Required to wear closed toed work shoes and appropriate fitting clothes. Multiple interior spaces to work on equipment, so one shouldn't need to work in the rain at any point.
- Gloves, safety glasses and hand tools are all provided by Poplar Point Studio. Whatever additional tools are needed can be provided.