



## Facility Manager

### Job Details:

Site: Turah, Montana

Type: Full-time, non-exempt

Pay: \$ 19.25/hour, DOE

### About WD4C:

WD4C is a 501c3 nonprofit organization that trains and deploys detection and tracking dogs to save wildlife and wild places around the world. WD4C dogs are adopted from shelters, owner surrenders, breed rescues, or are “career change” dogs from other disciplines. WD4C helped launch the conservation detection dog field in North America (in 2000) and has contributed to the conservation of scores of species around the world, by:

- providing the best-available information for elusive, threatened, and endangered, species;
- addressing and stopping the proliferation of invasive species, contaminants, and diseases;
- preventing and resolving human/wildlife conflicts;
- stopping wildlife crime through K9 anti-poaching and anti-trafficking;
- and, advocating for optimal health and welfare of domestic dogs.

(Learn more at [WD4C.org](http://WD4C.org))

Working Dogs for Conservation is seeking a Facility Manager (FM) to oversee (i.e. supervise or carry out) the maintenance, repair, and improvements to our 44-acre property, buildings, and vehicles. The FM is the only staff position 100% dedicated to facility upkeep. The FM is a hands-on fix-it person, as well as project planner and liaison with contractors and other service providers. The FM is responsible for attending to basic carpentry (for maintenance, improvements and repair), plumbing, electrical, vehicles, travel trailers, grounds maintenance, day-to-day tasks (e.g. garbage and recycling), security and safety technology (e.g. cameras, smoke alarms), and primary point of contact when larger repair and improvement projects are undertaken. The FM purchases supplies and equipment needed for the ongoing operation of the facility. The FM has skills pertinent to some of these needs and the ability to seek and engage service providers for the remainder.

The FM position is an hourly, full-time (40 hours/week), non-exempt position. Which days per week and shifts worked is negotiable and flexible. The property is a 15-minute drive to

downtown Missoula, adjacent to I-90. The property is a mix of forest, riparian, and fields that was previously used for horses and is now being transformed for dog training, boarding and husbandry. The home/office is a residence for staff (with temporary space for remote staff and visitors, and permanent for on site staff), home to some dogs, and also is an office space for up to 10 other staff (though due to fieldwork--and currently COVID restrictions--not all staff are present at one time). Separate buildings contain additional dog housing, exercise, and training areas.

Essential Functions and Duties include:

- Manage vehicle fleet (several trucks/cars, couple travel trailers, cargo trailers) to ensure regular maintenance, stocked with needed supplies, and completing repairs
- Independently organize workload to balance day-to-day maintenance and repairs with unexpected urgent issues
- Maintain grounds- snow removal, mowing, sprinklers/irrigation, tree/shrub care, weed/wild area management, fencing
- Daily/seasonal maintenance and upkeep of structures
- Basic repairs and improvements e.g. carpentry, plumbing, electrical
- Security and communications installation and upkeep (cameras, alarms, routers)
- Arranging contractors and professional services for extensive projects or specialized needs
- Engage with city/county agents regarding permits and information gathering for proposed projects
- Purchase tools, vehicles, other needed equipment
- Purchase cleaning, maintenance, and other operational supplies
- Attend staff meetings
- Maintain close communication with other staff regarding needs for infrastructure repair/upkeep
- Maintaining a clean and functional working space
- Other duties, as assigned

Expected time allotment per week:

- 30 hours of hands-on maintenance, repair, improvements
- 5 hours staff meeting and logistical engagement with other staff
- 5 hours liaising with service providers, purchasing supplies
- Work hours and schedule can be flexible provided assigned tasks are completed in a timely manner and urgent issues are attended to.

Qualifications:

- 1+ years as a “handy person”, which may have been achieved professionally or personally but is able to be verified demonstrably and through references
- Is experienced with operating various vehicles, tools, and equipment

- Takes pride in their work and inclined toward a sense of ownership and investment of the facility and organization
- Self-starting, independent worker who thrives without direct supervision, but is responsive to needs brought up by co-workers
- Observant with exceptional ability to look around and identify needs with respect to maintenance, tidiness and cleaning, and safety
- Embraces the spirit of working with a dedicated staff and stepping in to do what needs to be done
- Talented trouble-shooter and creative thinker
- Ability to prioritize and manage a robust to-do list
- “Can do” attitude that includes a demonstrable skill set but also resourceful to figure out how to make it happen
- Comfortable around multiple, highly driven dogs. While there are no dog-specific responsibilities in this position, dogs live on site and you will need to work around them (or move them out of your way!)
- Computer savvy enough to purchase supplies, keep abreast of work email, remotely join staff meetings, login to tech accounts for camera/security functions (computer provided)
- Comfortable being on-camera and recorded by security equipment while on shift in areas other than bedroom and bathrooms
- Reliable and possessing great follow-through
- Professional and affable manner with a good sense of humor!
- Works well with anyone and everyone and culturally sensitive to people of other gender, race, religion, nationality
- Driver’s license in good standing and clean driving record

Physical Demands:

- Lifting 50lbs waist-high is required on an occasional basis
- Position requires stooping, bending, kneeling, crouching, crawling, and reaching on a regular basis though these motions are not consistent and repetitive
- While performing the duties of this position, the employee is required to be able to talk, hear, grasp, lift, and maneuver
- Specific vision abilities required by this position include close vision, distance vision, the ability to adjust focus, and peripheral vision
- The job will involve heavy lifting, working outside, operating vehicles and lawn/power equipment

Terms and Compensation:

WD4C policy dictates a probationary period of 365 days for all new hires.

Compensation and benefits: \$ 19.25/hour, with some opportunity for negotiation DOE. Paid vacation leave of 2 weeks/year with opportunity to accrue more with ongoing employment, paid personal/sick time of 2 weeks/year, and 13 paid holidays. Health benefits (including optional vision and dental buy-in options) begin on the 1st of the month after 60 days after start of employment. Additional benefits include an employer sponsored SIMPLE IRA plan, AAA membership, and Costco membership.

All employees are required to satisfactorily perform the essential functions of their positions. The essential functions and specific duties listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Working Dogs for Conservation is proud to be an equal opportunity employer. Equal employment opportunity has been, and will continue to be, a fundamental principle where employment is based upon personal capabilities and qualifications without discrimination because of race, color, national origin, religion, creed, sex, age, physical or mental disability, marital status, sexual orientation, gender or gender identity, political or philosophical beliefs, economic circumstances, geography, or any other protected characteristic as established by law.

**To Apply:**

Please submit a resume and cover letter, or any questions to [Application@WD4C.org](mailto:Application@WD4C.org). The cover letter should address why this position appeals to you, and your qualifications if they are not explicitly apparent in your resume. BIPOC candidates and other members of underrepresented groups are strongly encouraged to apply. Applications reviewed as received and the position is open until filled. Should you not have access to email, please contact 406-924-9342 for alternative means to submit application materials.