



1111 Fishhook Park Road
Prescott, WA 99348

Announcement: Seeking an experienced professional in facilities maintenance or related construction field to join a dynamic, multidisciplinary team to ensure the continued development of FirstFruits Farms LLC facilities. Ideal candidate will be bilingual (English and Spanish) and have at least 5 years in construction and supervisory experience.

Job Description – Facilities Manager

FirstFruits Farms LLC is one of the largest tree fruit companies in Washington State – growing, packing, shipping, and marketing over 6 million boxes of apples a year. FirstFruits Farms LLC pursues a faith-based, socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of its employees and families. FirstFruits Community is an integrated part of the organization, comprising of over 160 rental units, community center, convenience store, secondary campus, and more.

The Facilities Manager is responsible for the on-going maintenance, repair and development of FirstFruits Farms and FirstFruits Community facilities and grounds. This position is a member of the HR team and reports to the Director of HR & Corporate Responsibility.

Strategic responsibilities include:

- **Accountability:** model and promote FirstFruits’ mission, vision, and core values of love, community, respect, compassion, and purpose.
- **Technical Experience:** ability to coordinate multiple projects and awareness of construction standards and requirements.
- **Leadership:** work as a valued team member; willing to train and develop employees; actively develop employees as leaders; and serve as a positive role model for other team members.
- **Coordination:** work with team members and managers to ensure facilities are able to serve the business’s and communities current and future needs; develop systems to ensure accuracy and timeliness of projects; willingness to support team members when needed to complete time sensitive projects.

Specific Duties include:

- Planning building maintenance and operational programs
- Managing all vendor contracts
- Ensuring efficiency of all building systems

- Coordinating site safety programs
- Preparing operating reports and budgets
- Maintaining a safe work environment for all employees
- Ensuring all processes and compliance programs are met
- Managing facilities planning and space allocation
- Preparing cost estimates for moves and equipment
- Coordinating with department heads and building contractors
- Managing maintenance of grounds
- Ensuring all utility systems are inspected and in accordance with regulations
- Negotiating bids and contracts for third party workers
- Coordinating building security and maintenance services
- Managing and supervising all facilities personnel
- Overseeing all building functions
- Coordinating all maintenance issues and schedules
- Preparing and filing reports with government and regulatory authorities including environmental permitting

Desired Qualifications/Requirements:

- At least 5 years of construction and supervisory experience; Specific contractor experience a plus
- A.A./B.A. or equivalent experience in the construction field (commercial or residential)
- Ability to develop, maintain and adhere to a budget
- Attention to detail and accuracy
- Experience in developing helpful and meaningful reports
- Must be able to multi-task, meet deadlines and work under pressure
- Must be a good communicator, with strong writing and verbal skills
- Bilingual, Spanish and English preferred

Please send resumes to Lucy Cartagena at lucyc@firstfruits.com