Peacehaven Community Farm	**Building and Grounds Manager**

REPORTS TO:	**Farm Manager**	**STATUS:**	**Non-Exempt, Full Time**
BENEFITS:	**Health and Life Insurance, Simple IRA**	**SALARY:**	**Starting at $35,000**
SIGNATURE:	_____	**DATE:**	_____

CORE JOB RESPONSIBILITIES:

The Building and Grounds Manager is responsible for the maintenance and upkeep of Peacehaven's buildings, grounds, vehicles, and equipment. This position is responsible for identifying equipment needs as well as the implementation of maintenance schedules, execution of repair orders, and coordination with contractors for major repairs. The Building and Grounds Manager also provides support for the agricultural program and activities particularly in peak season.

RESPONSIBILITIES AND DUTIES:

Building and Grounds Planning and Maintenance

- Manages and implements a three-year budget for capital replacement needs and maintenance plans for buildings, vehicles, and equipment
- Ensures that all vehicles and equipment are in safe operating condition
- Ensures that monthly safety and repair inspections for all buildings are completed and documented
- Execute grounds maintenance (mowing, bush hogging, general clean-up, etc.)
- Identifies and budgets for additional equipment needs in relation to future plans

Farming

Responsibilities vary based upon the season of year and the associated farming responsibilities. Responsibilities include, but are not limited to assisting with: planting, harvesting, weeding, and watering.

VALUES AND STANDARDS OF BEHAVIOR:

1. Demonstrates behaviors that incorporate the Peacehaven Community Farm values:
   A. Work practices exhibit ethics and integrity.
      - Keeps promises and commitments and takes responsibility for the results of his/her decisions.
      - Recognizes the contributions of others and gives credit where credit is due.
      - Always seeks to follow policies and procedures.
   B. Provides outstanding care and services.
      - Provides leadership to ensure the achievement of desired goals.
      - Takes ownership of problems and asks for help when needed.
      - Responds effectively to Core Members, visitors, and co-workers and assists them in a helpful, positive way.
   C. Demonstrates individual initiative and creativity.
      - Takes on assignments that provide an opportunity to learn.
      - Encourages, develops and accepts new innovative ways of doing things.
   D. Shows respect and compassion for all individuals.
      - Greets Core Members, visitors, volunteers, and other staff in a friendly manner.
      - Demonstrates concern for the rights, privacy, and confidentiality of others.
   E. Chooses to demonstrate a positive attitude.
      - Determines to make each day a GREAT day
      - Has fun with co-workers, Core Members, families and Bell House friends
      - Smiles, smiles and smiles some more.

2. Manages resources efficiently and works with team members to reduce costs and improve quality.

3. Demonstrates personal accountability.
   - Completes assigned tasks in a timely manner and keeps appropriate persons informed of problems.

- Demonstrates appropriate use of universal precautions and personal protective equipment.
- Demonstrates adherence to established dress code.

4. Performs other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and skilled in responsible gardening practices.
- Knowledge and skilled in maintenance and repair.
- Ability to work well with others (co-workers, volunteers)
- Ability to work with individuals with IDD
- Ability to coordinate and supervise interns/volunteers
- Ability to bend and/or stoop frequently
- Ability to lift thirty pounds as needed
- Adequate mobility to push carts, and equipment
- Knowledge of basic math
- Communicate via telephone and other automated systems
- Able to prioritize work
- Able to work with multiple interruptions
- Willingness and ability to learn new skills and technology
- Flexibility to adapt to modification of physical job demands to reasonably accommodate individuals with disabilities.
- Valid NC driver's license and willingness to transport Core Members in agency vehicle.
- Positive attitude and "tons" of enthusiasm

MINIMUM QUALIFICATIONS:

- Minimum of one years' experience in repair/construction.
- Good written, oral, and interpersonal communication skills with the ability to articulate the PCF mission and programs to a diverse group of constituents.
- Must be a creative, innovative individual with a strong work ethic.
- Energetic self-starter with strong organizational skills; the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously, with attention to detail and quality.
- Team-player who works with minimal supervision and exercises sound independent judgment.
- Ability to work with multiple interruptions.

- Valid NC driver's license and willingness to transport Core Members in PCF vehicles.
- Must be fully COVID vaccinated