

GROUPS AND FACILITIES MANAGER



Exempt/Non-exempt: Exempt	Benefits: Health, Dental, IRA
Schedule: Weekday (occasional weekend day)	Hours: 40 per week
Rate of Pay: \$70,000 - \$75,000 per year	Supervisor: Executive Director

Fairytale Town is a 3.5-acre nonprofit children's storybook park and a beloved Sacramento icon since 1959. The Grounds & Facilities Manager is responsible for the upkeep, cleanliness, repair, safety and appearance of the park including grounds, walkways, public areas, buildings and gardens. About 250,000 guests visit Fairytale Town in a typical year.

Job Duties: *Duties may include but are not limited to:*

Supervision and Administrative

- Hire, train and supervise groundskeeping staff (3 FT, 2 PT)
- Serve on senior management team and manage department budget
- Maintain vendor relationships (security, trash, pest control, etc.)
- Achieve all safety, health, security, and USDA regulations
- Serve as liaison to and work with City of Sacramento's William Land Park staff

Facilities Management

- Maintain park playsets and buildings including Welcome Center, Story Center, Barn Office, Castle and Children's Theater
- Manage HVAC, plumbing, electrical, irrigation system, janitorial, auto maintenance

Grounds Management

- Beautify and maintain 3.5 acre property – playsets, gardens, picnic areas, fences, etc.

Job Skills/Experience Requirements:

- Five years of relevant professional experience with at least two years in supervisory role
- Facilities expertise including electrical, irrigation, carpentry, landscaping and plumbing
- Understand written and oral instructions and communicate clearly orally and in writing
- Project management skills
- Team mindset and service-oriented management style
- Driver License and clean DMV record

Education / Certifications: High School Diploma or GED at minimum.

Job Abilities:

- Ability to lift 50 pounds and work outdoors for extended periods
- Able to work in close contact with animals daily
- Valid California driver license and reliable transportation with proof of insurance