



42 N. Water St.  
Port Hadlock, WA 98339  
[nswsb.edu](http://nswsb.edu)

**Job Description: Facilities Manager**  
**Hours: Full Time**  
**Reports to: Operations Manager**  
**Compensation: \$30/hour**

Come help us build the future! The Northwest School of Wooden Boatbuilding (NWSWB) is a 45-year-old vocational training school seeking a Facility Manager to ensuring boat school owned buildings (15), equipment and grounds on the 8-acre waterfront campus are maintained to be safe, clean, and in good working order.

If you love:

- Working near the water, or prefer a virtual presence
- Learning and drawing on your creativity to solve new problems
- Being a collaborative member of an entrepreneurial team

Please take a closer look at NWSWB.

We are a non-profit post-secondary vocational/technical school rooted in the traditions and craftsmanship of wooden boat building and focused on the needs of today's maritime construction and maintenance workforce. With the addition of Marine Systems in 2018, we offer students the opportunity to enter a many faceted job market currently stressed by an aging workforce.

The school provides a path to living-wage work for young people and career changers who are facing escalating costs of higher education while meeting a critical need for skilled craftspeople and technicians in the marine trades.

#### **Role of the Facility Manager**

- The Facility Manager reports to the Operations Manager and plays an essential leadership role in the organization, working independently to maintain facilities, schedule and prioritize tasks, define project plans and resources required, and communicate regularly with the full team.

#### **Key Responsibilities**

##### **Shops and Equipment**

1. Maintain shop spaces to ensure all building systems are in good working order, maintained and safe (plumbing/electrical/lighting/doors/windows/roofs/gutters)
2. Maintain tools and equipment to ensure they are in good/safe working condition
3. Create and update a tool/equipment list for each shop with regular maintenance schedule.
4. Check and maintain inventory, supplies and restroom supplies. Complete year-end inventory.
5. Monitor deliveries and ensure items are stored appropriately; mill and move wood as needed.
6. Maintain school owned vehicles

#### Events Logistics

1. Coordinate Fall student work parties
2. Assist with set up and take down for fundraising events
3. Assist with coordinating and moving of boats and materials for WBF in September

#### Other Tasks

1. Maintain campus owned boats (includes spec boats built for sale)

#### **Desired Qualities**

- Demonstrated ability to set priorities, manage multiple tasks/deadlines, and adapt to changes
- Strong organizational and problem-solving skills
- Ability to communicate effectively
- Results oriented
- Strong as both individual contributor and team member
- Curiosity, self-awareness, a bias for customer service

**About working with NWSWB**

Our role in developing the Marine Trades workforce is maturing at a critical time for the industry. We teach not only the skills required but also strive to instill the hallmarks of craftsmanship to give our graduates immediate desirability in the market. We all share values that align with the mission of the school:

- Dedication to craftsmanship and hands-on learning
- Acting with authenticity and integrity
- Focus on continuous learning and improvement
- Experience recognizing vulnerability in oneself and others, so that there is compassion for oneself and others when under stress and when things don't go as planned
- Promotion of diversity and a commitment to lifting up the power and promise of all marginalized groups.

**Compensation and Benefits**

The position is full-time, 40 hours/week and reports to the Operations Manager. The position pays \$30/hour.

We offer these supports to help you manage your mental, emotional and physical health:

- Paid sick days
- Paid vacation
- 14 Paid holidays
- Health insurance available from your first day of employment
- Simple IRA 403b retirement program with 3% match

**Start Date and Location**

This is a full-time position with a start date as soon as the position is filled. Offices are located at the school's 8-acre waterfront campus at 42 N. Water St., Port Hadlock, WA 98339.

**To Apply**

Please send your resume and cover letter in a single PDF to [jobs@NWSWB.edu](mailto:jobs@NWSWB.edu).