JOB TITLE: Facilities Manager  
REPORTS TO: Executive Director/VP of Operations  
STATUS: Full-Time, Exempt, Fully Benefited  
LOCATION: Portland, Oregon  
COMPENSATION: $55,000-$60,000 + Benefits

Lan Su Chinese Garden’s mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Chinese Garden: Lan Su Chinese Garden is one of Portland’s greatest treasures and most interesting sites to see while visiting Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China’s Jiangsu province that is famous for its beautiful Ming dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one of the most authentic Chinese gardens outside of China.

Lan Su may have the purposeful career you have been wanting to grow with this position scope: Lan Su seeks a collaborative, strategic, and results-driven Facilities Manager to preserve and maintain a 363-day-a-year museum, cultural center, and retail space based on a 16th century Ming dynasty scholar’s villa and garden. The position will strategically approach a variety of responsibilities to ensure deadlines are met and goals are achieved. The position requires a hands-on approach to day-to-day activities with a vision for future growth and development. The Facilities Manager implements new initiatives, develops action plans, procedures, and schedules to improve and maintain the garden and ensure the integrity of the garden’s various pavilions and structures while honoring the cultural history of these elements.

PRIMARY RESPONSIBILITIES:

• Establish schedule for continual routine and preventative maintenance to prevent the ruin and degradation of the garden and to keep the garden in a neat, clean, and pleasant condition.
• Develop instructions for repairs and preventative maintenance of the garden, Teahouse, and garden office items.
• Maintain garden structures, mosaic pathways, roofing, woodwork, walls, and more.
• Provide recommendations to update the Facilities Manual and design drawings to accurately reflect system and facility operations, maintenance, repair, resources, and upgrades.
• Ensure all equipment and systems are functional and maintained to ensure smooth effective garden operations.
• Lead Facilities team in daily tasks and project work while prioritizing the visitor experience.
• Develop scope of work, request for proposals and negotiate contract agreements for facility improvement, maintenance, and system upgrades.
• Research, contract, and develop working relationships with hundreds of vendors, related to the acquisition of inventory, repair, and maintenance of facilities, implementation of new, and maintenance of existing systems.
Follow up on vendor deliverables to ensure all aspects of contracted requirements are met as requested. Resolve vendor disputes as needed.

- Ensure the cleanliness and safety of all garden, storage, and facility areas.
- Co-lead the Safety Committee to maintain Lan Su’s compliance and ensure the safety of guests, staff, and volunteers.
- Foster an environment that creates a sense of wonder and calm in which all enjoy the garden.
- Perform related duties as assigned, within your scope of practice.

QUALIFICATIONS:
- Passion for a specialized environment requiring a craftsperson with high attention to culture and detail.
- Understanding of the cultural needs/aesthetics/philosophy of a unique garden.
- Working knowledge of garden structures and architectural elements and demonstrated ability to perform maintenance and repair of building structures, equipment, and systems.
- Minimum 5 years of progressively responsible Facilities experience.
- Minimum 2 years of supervisory experience.
- Must be a hands-on staff leader who strives to motivate and engage with staff.
- Demonstrated project management skills including budgeting and vendor relationship partnership.
- Demonstrated ability to perform maintenance and repair of building structures, equipment, and systems.
- Proven work history showing attention to detail and care in executing and completing work.
- Knowledgeable and competent in woodworking and basic carpentry.
- Knowledgeable and competent in best practices for painting (prep, prime, understanding of various surface materials).
- Experience using tools for garden and facility maintenance.
- Ability/experience to safely utilize ladders, and work on rooftops.
- Valid state driver’s license and ability to drive a full-size pick-up truck.
- Able to operate in a respectful, collaborative manner with multiple departmental leaders and stakeholders both internally and externally.
- Excellent communication skills with visitors, colleagues, volunteers, and members of all ages and backgrounds.
- Aptitude for independent problem-solving with a positive, calm, and thoughtful demeanor.
- Willingness to understand the craftsperson-ship of maintaining structures in the garden.
- Knowledge of Chinese culture and language is highly valued.

For your personal well-being, the Garden offers: (Full-time, fully benefited positions)
- Beautiful Garden environment with areas to walk and enjoy an oasis of tranquil beauty.
- Employer Paid Health and Dental Insurance for employee-only coverage.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual
- Sick time accrual
- One (1) Personal Floating Holiday per year
• Holiday pay or accrual of a floating holiday if you are scheduled to work on a Lan Su recognized paid holiday.
• Garden Shop & Teahouse Discount
• 401K Participation and Employer match
• Complimentary Family & Friends Membership to Lan Su Chinese Garden
• Complimentary gym access to the workout facility in the administrative office building
• Complimentary access to reciprocal venues throughout Portland

Lan Su encourages and seeks out candidates of diverse backgrounds and experiences.

TO APPLY

We look forward to hearing from you, just follow these few steps to send your information to us: Please submit a cover letter, resume and references. E-mail the application to lansuhr@lansugarden.org. In the email subject line, please put “Facilities Manager”. Please also direct any questions regarding this job opening to lansuhr@lansugarden.org. Phone calls regarding this position will not be accepted at this time.

Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.