

JOB DESCRIPTION

Job Title: Facilities Manager

The Facilities Manager is critical in the operation of the research facilities by maintaining operational capacity as well as safety to both people and horses. The Facilities Manager will oversee daily operation of maintenance, upkeep, and repairs of all research farms and facilities located in Ocala, Florida. Daily tasks include mowing grass, fence repair, equipment, vehicle, and building and appliance maintenance, arena upkeep, and tree/brush management. This person may perform other cross-functional duties as needed to maintain operational capacity of the research farms. The Facilities Manager will coordinate with the President and Research Coordinator regarding logistics of maintenance that may impact research operational capacity, animal husbandry, and human safety. The Facilities Manager must at all times behave in a professional and courteous manner, upholding and strengthening Kentucky Equine Research's reputation of having well-operating, safe, and eye-appealing research facilities.

Responsibilities:

Reporting to the President, the Facilities Manager will have the following responsibilities:

- Operate standard farm equipment (tractors, bush-hogs/shredders, skid-steer, mowers, trucks, trailers, chainsaws, etc.)
- Perform regular maintenance and inspections of vehicles, farm equipment, facility buildings, and appliances
- Maintain mowing and upkeep of grass horse paddocks, fence lines, and trees
- Perform regular upkeep of dressage and jumping arenas
- Oversee maintenance and repairs that require external service providers
- Preparing facilities for changing weather conditions
- Communicate with Research Coordinator and President about additional facility needs and logistics of repairs and maintenance
- Maintain adequate records for equipment and facilities maintenance and repairs
- Recordkeeping of expenses and provision of such to the Accounts Specialist

Abilities Required

The Facilities Manager should:

- Be self-motivated, take initiative, and have attention for detail
- Possess time management and organizational skills
- Be proficient in equipment operation and maintenance
- Be able to sit or stand for long periods of time
- Be able to lift up to 50 lb.



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Required Credentials

- Experience and knowledge of equipment operation and maintenance
- Knowledge in appliance maintenance and repair desirable
- Valid U.S. driver's license and personal vehicle with valid insurance
- Legal authorization to work in U.S.

Compensation and Hours:

This is a full-time, salaried position. Level of compensation will be based on qualifications previous experience, and performance. It will be based on Kentucky Equine Research's satellite research facility in Ocala, FL.

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by the Facilities Manager. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. The Facilities Manager may be required to perform duties outside of normal responsibilities from time to time, as needed.

Equal Opportunity Employer

Kentucky Equine Research, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.