



## **Maintenance Manager**

### **Function:**

The Maintenance Manager ensures the operational integrity of and aesthetic upkeep of the Olympia Farmers Market through comprehensive maintenance and landscaping duties. This role involves hands-on management of facility systems, grounds care, and occasional office support. The position reports to the Market Director and requires a blend of technical expertise, problem solving skills, and customer service.

### **Maintenance and Landscaping Duties:**

- Oversee the daily, weekly, and annual maintenance of all Market systems and grounds to ensure functionality and visual appeal.
- Maintain and troubleshoot systems including but not limited to fire alarm sprinkler systems, alarm systems, sewage systems, gutters, signage, barn doors, dumpsters, and electrical systems.
- Perform routine facility tasks such as restroom cleaning, sweeping, painting, pest control and basic plumbing repairs.
- Manage landscaping duties including planting, weeding, pruning and maintaining the outdoor aesthetic.
- Identify and mitigate fire hazards and ensure compliance with safety standards.
- Spend the majority of time outdoors with occasional indoor office support as needed.

### **Office and Administrative Duties:**

- Utilize basic computer skills to track maintenance accounts, log job-related activities and manage records.
- Answer phones and provide customers assistance when required.

### **Supervision Responsibilities:**

- Reports to the Market Director while independently managing on-site maintenance, repairs, and landscaping tasks.
- Supervises maintenance assistant, and community service workers/volunteers; ensures effective task delegation and performance.
- The Market Director will conduct an annual review by December of each year. This review will include and needed adjustments in the position's job description, salary and/or bonus changes. The evaluation shall be based upon the duties as listed above for the previous season's performance.

**Qualifications:**

- Proficiency in operational maintenance, repairs and landscaping tasks.
- Basic knowledge of plumbing, electrical systems, and grounds care (i.e. planting, weeding, pruning).
- Basic computer literacy for administrative tasks.
- First-aid and CPR skills preferred.
- Adaptability to learn new techniques to enhance Market operations.
- Strong problem-solving skills with the ability to address challenges creatively and efficiently.
- Excellent communication and customer service skills.

**Education / Experience**

- High School Diploma or GED required.
- Preference for post-secondary education in a technical or related field; however equivalent year-for-year experience in maintenance or landscaping may substitute for formal education.