

POSITION DESCRIPTION

Facilities and Fleet Manager

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| Position Title: | Facilities and Fleet Manager |
| Employment Classification: | Regular, Hourly, Full-Time, Non-exempt |
| Reports to: | Director of Operations |
| Department: | Facilities |
| Wages: | \$30.00-\$33.00 per hour |
| Benefits: | 80 hours each of Vacation, Holidays, and Sick Time per year; 100% of premiums for medical, dental, life, and LTD; 401k and FSA Plans |

JOB SUMMARY

The **Facilities and Fleet Manager** is responsible for planning, coordinating, and managing all activities related to the facilities and fleet operations of the **Living Coast Discovery Center**. This position ensures a safe, functional, clean, and welcoming environment for guests, volunteers, and staff.

The manager oversees the maintenance and functionality of interior and exterior facilities, including exhibits and animal life support systems; performs light construction (carpentry, plumbing, masonry) as needed; and directly supervises the Facilities and Fleet Department, including custodial, maintenance, fleet, and horticulture staff and volunteers.

This role also serves as the primary liaison with the City of Chula Vista construction and repair teams, as well as third-party contractors and service providers. The manager plans and executes facility projects, oversees environmental health and safety programs, ensures compliance with all applicable codes and regulations, and maintains the organization's emergency preparedness plan.

The Facilities and Fleet Manager represents the Living Coast Discovery Center at meetings, events, and programs relevant to the position.

KEY RESPONSIBILITIES

Facilities Management

- Oversee the safety, cleanliness, and functionality of all facilities, including public areas, staff workspaces, levee road, and parking lot.
- Supervise and train custodial staff and volunteers.
- Coordinate with third-party contractors for essential services, including water, fire suppression, propane, electrical, alarms, septic, trash/recycling removal, generator maintenance, air compressors, access systems, and fleet maintenance.

- Manage new and ongoing facility projects involving exhibits, grounds, landscaping, parking, and guest service areas.
- Organize, procure, and maintain facility inventory, tools, and supplies.
- Perform other duties as assigned to ensure a safe and efficient working and learning environment.

Horticulture

- Oversee the design, installation, and maintenance of gardens, landscapes, compost demonstration garden, and related exhibits.
- Ensure proper operation and maintenance of horticultural tools, equipment, and facilities.
- Develop and lead special projects and programs related to botany, horticulture, restoration, and sustainability.
- Supervise and train horticulture staff and volunteers

Fleet Vehicles

- Supervise and train shuttle drivers to ensure exceptional customer service and safe operations.
- Manage daily fleet operations and vehicle maintenance.
- Ensure compliance with DOT and CHP regulations through accurate recordkeeping and regular maintenance.
- Coordinate with third-party contractors for fleet servicing, CSAT compliance, and CHP inspections.

Safety

- Maintain clean, safe, and functional workspaces, including public areas, offices, maintenance rooms, animal care spaces, and storage areas.
- Ensure compliance with OSHA, ADA, fire, earthquake, and stormwater pollution prevention standards.
- Coordinate and provide training for staff and volunteers in workplace safety, hazard awareness, and first aid.
- Maintain and update the organization's Emergency Preparedness Plan, implementing procedures as needed.

General Management and Supervision

- Serve as Manager on Duty as required.
- Provide leadership, oversight, and training to department staff and volunteers.
- Set priorities, assist with goal setting, and monitor progress toward departmental and organizational objectives.

- Demonstrate strong managerial and problem-solving skills.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a relevant field, or technical training with at least two years of related experience in facilities, operations, horticulture, or construction and repair.
- Minimum of two years of management or supervisory experience.
- Experience in a zoological or aquarium setting.
- Proficiency in English (reading, writing, and verbal communication).
- Valid California driver's license.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and multitasking abilities, with excellent attention to detail.
- Strong analytical, communication, and leadership skills.
- Ability to work independently and collaboratively in a fast-paced environment to achieve organizational goals.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position involves both indoor and outdoor work and includes exposure to a variety of weather conditions, physical hazards, noise, fumes, and odors. The role may occasionally require driving to transport equipment or pick up supplies.

Physical requirements include the ability to:

- Walk or stand for extended periods of time.
- Perform physically demanding activities on a regular basis.
- See and hear within normal ranges (with or without corrective devices).
- Bend, stoop, crouch, kneel, climb, balance, stretch, reach, and lift or carry objects weighing up to approximately 50 pounds

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

This job description is intended to outline the general responsibilities and physical requirements of the role and is not an exhaustive list of all duties that may be assigned.

The Living Coast Discovery Center is an Equal Opportunity Employer.

Please submit cover letter and resume in electronic format to Katharine Leon, Director of Operations, directly at katharine@thelivingcoast.org by Monday, January 19th, 2026 by 5 PM