

## **JOB DESCRIPTION**

**POSITION:** Director of Facilities and Infrastructure  
**REPORTS TO:** Chief of Facilities and Capital Planning  
**CLASSIFICATION:** Exempt | Full-time  
**LOCATION:** Middle Ranch | Hybrid  
**UPDATED:** December 2024

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## **POSITION SUMMARY**

The Director of Facilities and Infrastructure leads the Facilities and Infrastructure team and drives strategic planning for organizational assets, including facilities, fleet, roads, and trails, while overseeing the execution of large and complex projects, organizational process improvements, and system rollouts.

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## **LOCATION**

This position is based in the Interior of Catalina Island in our Middle Ranch office, with occasional remote work and ferry travel to the mainland for meetings, events, or collaborations with partners.

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## **KEY RESPONSIBILITIES**

### **Facilities Management**

- Ensure all Conservancy facilities are maintained to high standards of cleanliness, safety, and functionality for employees and guests.
- Develop and implement standards and processes that enhance operational efficiency and create a sustainable and visually appealing environment across all facilities

### **Road Maintenance & Improvements**

- Oversee the maintenance of primary and secondary roads within the Conservancy to ensure safety and durability.
- Plan and execute long-term improvement projects aimed at extending the longevity and reliability of the road infrastructure.

### **Fleet Management:**

- Develop and manage a comprehensive fleet strategy that is fiscally responsible, environmentally conscious, and meets the Conservancy's operational needs.
- Ensure regular servicing and repairs of vehicles to maintain safety and reliability standards.

**Trail Maintenance & Improvements:**

- Maintain and improve trails and related structures to ensure they meet long-term durability and safety standards.
- Establish processes and standards to enhance operational efficiency and provide a consistent, branded experience for guests.

**Team Leadership & Development:**

- Lead and support three key teams: Fleet & Road Maintenance, Facilities Management, and Trails Management.
- Set operational priorities, conduct regular operational meetings, manage business reporting, and oversee team building and morale-enhancing activities.
- Manage employee performance, plan staffing needs, and develop a network of vendors and policies for outsourcing.

**Strategic Planning:**

- Collaborate with senior leadership to develop strategic plans and determine resourcing requirements.
- Conduct audits of all Conservancy facilities and assets, contribute to capex and maintenance planning, and work with program leads to develop master plans for significant facilities.

**Project Management:**

- Lead and manage large, complex projects and system implementations to improve operational processes and service delivery.
- Develop and update SOPs and SLAs, select materials and contractors, and roll out software platforms like Limble and Samsara to streamline operations and enhance business reporting.

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**PHYSICAL REQUIREMENTS**

Occasional outdoor fieldwork in various weather conditions, including heat, direct sun, wind, rain, and cold. Frequent vehicle use for site visits. Ability to work occasional evenings or weekends as required for events, emergencies, or organizational needs.

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**QUALIFICATIONS****Skills & Abilities**

- Exceptional written and verbal communication skills
- Strong organizational and time-management skills, with strong attention to detail and follow-through
- Proven leadership, strategic planning, and project management skills

- Proficient in multitasking and prioritizing in a dynamic environment
- Proactive, problem-solving mindset, with the ability to anticipate challenges and respond effectively
- Passion for the Conservancy's mission and commitment to the island's sustainability
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, and Teams) and experience with project management or maintenance software such as Limble, Monday.com, or similar tools.

**Education & Experience**

- Bachelor’s degree in Engineering, Construction, or a related field and/or equivalent experience
- At least 7-10 years of experience in asset or facility management and construction or a related role

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**COMPENSATION & BENEFITS**

ESTIMATED STARTING SALARY RANGE:  
\$145,000 - \$160,000 annually, based on skills and experience.

We’re proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

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**EQUAL OPPORTUNITY COMMITMENT**

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

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**HOW TO APPLY**

Please send a resume and cover letter to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org), listing the job title in the subject line.

## **OUR STORY**

**The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.**

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.