

# OWNER'S REPRESENTATIVE/FACILITIES MANAGER

We're looking for a Finance Manager to join the TEP team in Garibaldi, OR!

TEP is a 501c(3) non-profit organization dedicated to the conservation and restoration of Tillamook County's estuaries and watersheds through active stewardship, scientific inquiry, community engagement, and education. We follow a Comprehensive Conservation and Management Plan ([CCMP](#)) to implement our 10-year action agenda. TEP's projects include tidal wetlands restoration, fish passage barrier removals through the Salmon SuperHwy partnership, BackYard Planting Program, a native plant nursery, water quality monitoring and improvement, K-12 environmental education, Explore Nature events, and more.

## GENERAL JOB DESCRIPTION

The Owner's Representative/Facilities Manager (OR/FM) is integral to Tillamook Estuaries Partnership's high-performing team, and its primary objective is to act as TEP's trusted on-the-ground liaison during the planning, design, and construction of the new Estuary Science Center. This role ensures the project is completed on time, within budget, and in alignment with TEP's values, mission, and community goals. Beyond technical oversight, this person will champion the reputation of TEP and the Estuary Science Center, ensuring the experience of every partner, contractor, and community stakeholder reflects positively on the organization.

*As construction nears completion, the OR/FM will begin transitioning to full-time Facilities Manager responsibilities. This role oversees the effective relocation of TEP's main office and ensures the safety, efficiency, sustainability, accessibility, and aesthetics of the new campus.*

## HOW DOES THIS ROLE SUPPORT TEP'S MISSION?

The Estuary Science Center will serve as a gateway to community education, stewardship, and engagement within the Tillamook watershed and surrounding region. This role ensures that the building process itself reflects the following values—prioritizing collaboration, sustainability, local partnership, and pride of place. The OR/FM will:

- Uphold TEP's reputation and build goodwill with contractors, neighbors, and vendors.
- Ensure the facility's construction and operation reflect environmental values and community intent.
- Create a construction culture that generates excitement, transparency, and pride in the project.
- Continue these cultural values through the upkeep and effective operations of the campus.

## WHAT IS THE ROLE ACCOUNTABLE FOR?

The person in this role is accountable for:

- **Design and Construction Oversight:** Project delivered on time, on budget, and to quality standards.
- **Decision-Making Support:** Clear escalation structure—routine decisions made independently, higher-impact decisions flagged for the Executive Director.

- **Stakeholder Confidence:** Contractors, staff, partners, and neighbors experience the OR/FM as professional, communicative, and aligned with TEP's values.
- **Reputation Building:** Community members view the Estuary Science Center construction and operation positively, increasing excitement and support for the Center.
- **Risk Mitigation:** Problems are anticipated, communicated early, and resolved proactively.
- **Campus Longevity:** Maintenance and upkeep of the campus

## HOW DO WE MEASURE SUCCESS?

- The building is complete within agreed timelines and budgets, with few surprises.
- No major safety or environmental incidents during construction, relocation, and campus operation.
- Neighbors are informed through construction completion.
- OR/FM manages day-to-day decisions in alignment with TEP's values, mission, and community goals.
- The Estuary Science Center becomes and remains a source of community pride.

## KEY RESPONSIBILITIES

To be effective in this position, the OR/FM will need to do the following:

- **Contractor Communication:** Facilitate effective communication between TEP, architect and design team, Construction Manager/General Contractor (CM/GC) and team of subcontractors, and suppliers; uphold TEP values in all interactions.
- **On-Site Presence:** Serve as TEP's presence on the construction site 3–5 days/week during construction to get CM/GC reports, check quality of work and adherence to construction designs and schedules, etc. Continue this presence through completion of punch list items.
- **Decision Rights:** Make day-to-day design construction decisions with architect and CM/GC; escalate issues involving delays, cost changes, or significant design alternatives.
- **Brand Ambassador:** Represent TEP professionally with contractors, neighbors, community leaders, and the press.
- **Progress & Risk Reporting:** Maintain transparent documentation and communication with TEP leadership during construction and during building operation.
- **Problem Solving:** Proactively address and resolve conflicts or challenges. During construction, keep incident and conflict log that includes resolution time and outcomes. During building operation, keep similar maintenance and upkeep logs.
- **Community Engagement:** Identify ways to promote the Estuary Science Center's value and engage the public (e.g., tours, signage, press) in collaboration with TEP's Development Director.
- **Value Alignment:** Model professional integrity and responsiveness in all interactions, avoiding blame and reactivity.
- **Fiscal Accountability:** Ensure that all project and maintenance invoices represent actual expenditures and work completed in accordance with TEP's Fiscal Policies; collaborate with TEP's Administrative and Development Teams and financial institution to minimize construction loan burden and maintenance/upkeep costs.

## JOB-SPECIFIC RESPONSIBILITIES (NOT EXHAUSTIVE)

- Work with TEP Board and staff, architect and design team, CM/GC, and Tillamook County Pioneer Museum (TCPM) to complete schematic and construction designs.
- Coordinate and document recurring meetings (weekly/bi-weekly) with architect and CM/GC during design phase and construction; track action items and hold team accountable throughout project.
- Develop and manage alternatives list and owner's budget.

- Collaborate with Development Director to provide timely updates and content for the capital campaign.
- Track contractors' deliverables and any change orders during construction. Track schedule (CM/GC should have a rolling 3-week calendar and an overall project schedule).
- Ensure that all inspections are completed.
- Act as primary point of contact for City/County permitting: submit applications, track progress, and escalate resolution of delays.
- Ensure that contractors have all bonds and insurance requirements prior to starting construction and that all are maintained throughout the project.
- Review and approve consultant and contractor invoices, including any certified payroll to verify that BOLI (prevailing wage) or Davis Bacon requirements are being met. Provide TEP's Administrative Team with timely fiscal reports and documentation as needed.
- Manage site-related needs such as debris removal, tree clearing, or safety issues during construction. During campus operation, manage site-related needs for cleanliness, accessibility, safety, and aesthetics.
- Coordinate the utilities, including TPUD, communications, sewer, water, and others as needed during construction and campus operation.
- Serve as neighborhood liaison and coordinate public outreach related to construction and campus operation.
- Within TEP, lead the coordination between the building, interpretive center, community spaces, and laboratory designs, construction, and operation.
- Maintain effective working relationship with TCPM and lead joint coordination.
- Coordinate TEP's relocation from Port of Garibaldi to new building.
- Develop and implement maintenance and upkeep schedules to ensure the safety, efficiency, sustainability, accessibility, and aesthetics of the new campus.

#### MANAGERIAL RESPONSIBILITIES

- Track accomplishments, schedule, and budget.
- Represent the department when developing and overseeing the implementation of TEP's CCMP, 5-Year Strategies, and Annual Work Plan.
- Participate in TEP's Leadership Team.

#### GENERAL RESPONSIBILITIES

In order to contribute to the success of TEP as an organization, the OR/FM will need to do the following:

- Maintain close working relationships with local, state, and federal partners, scientists, educators, and user groups.
- Represent TEP at meetings, committees, conferences, workshops, and events as needed.
- Support TEP- and partner-led education and engagement programs.
- Provide content to help communicate TEP's achievements through reports, quarterly newsletters, website content, and social media postings.
- Write reports and give presentations that meet audience expectations; displaying information clearly, professionally, and with high impact.
- Participate in TEP fundraising efforts
- Any other duties as assigned

#### EMPLOYEE CORE COMPETENCIES

- Technical/Function Expertise
- Concern for Accuracy

- Concern for Effectiveness
- Teamwork
- Effective Communication
- Accountability

## QUALIFICATIONS FOR NEW HIRES INTO POSITION

### THE RIGHT FIT, RATHER THAN A PERFECT FIT

TEP does not expect one person to perfectly fit this job description prior to holding a similar position for several years. TEP wants the *right fit*, for both the employee and for TEP. Prior experience may be transferable, even if it is outside what is described herein. Training and professional development is available to TEP employees to help improve skills. Passionate and interested people with the core competencies listed above are encouraged to apply.

### MINIMUM REQUIREMENTS

- Experience as an Owner's Representative for a building project
- Additional 3 years' experience as Facilities Manager
- Proficiency with Excel or similar software for budget tracking
- Reliable transportation that does not interfere with the hours required for this position
- Proof of valid driver's license and current auto liability insurance required (i) prior to driving any TEP-owned vehicle and (ii) prior to driving any vehicle, including personal vehicle, for TEP-related business during work hours. Must pass 3-year driving record check

### PREFERRED SKILLS AND EXPERIENCE

- Familiarity with design, operation, and maintenance of solar panels.
- Familiarity with office telephone, internet, and other I/T systems and services.
- DIY skills for small repair jobs and maintenance.

### DESIRED ATTRIBUTES THROUGHOUT TENURE IN THIS POSITION

- Strong collaboration skills, ability to motivate others, build consensus, and follow-through with group decisions
- Self-motivated and able to carry out tasks and respond to situations as they arise with minimal supervision
- Prioritizes tasks to manage projects, adapting as needed to changing priorities, deadlines, and instructions
- Demonstrates a concern for effectiveness (e.g. proactively analyzes current procedures and adapts to changing needs in a timely fashion) and suggests ways to improve organizational efficiencies)
- Effective communications (e.g. respectful and courteous in all verbal and non-verbal communications)
- Interacts with staff, Board Members, and public in a welcoming and professional manner
- Demonstrates integrity and ethical behavior
- Works in an economically, socially, and environmentally sustainable manner
- Displays a positive attitude toward and enthusiasm for participating on high-performance teams

### SALARY & BENEFITS

The salary range for this position is \$76,500 - \$98,300 per year, based on a 40-hr week work schedule. Actual offer of compensation shall be dependent upon experience. TEP processes payroll on a monthly basis.

This position is eligible for enrollment in TEP's comprehensive benefits package. Details on benefits can be provided to candidates during the interview process. An overview of TEP's current benefits package for full-time employees includes:

- Medical, Dental, Vision Insurance (TEP pays 100% for employee, 80% for spouse and dependent children)
- Retirement Program – TEP contributes an additional 7% of the employee's salary into a 401k, with tiered vesting structure based on years of employment with TEP; employee may also contribute to 401k)
- Holidays – 10 federal holidays plus 2 floating holidays
- Vacation – Approx 10.5 days per year (accrual system to be explained upon hire)
- Professional development/training budget: \$1250 per year, funding dependent

## HOW TO APPLY

### Application Process:

To apply, please submit the following documents as either .pdf or Word files by email:

1. A resume. Applicant's contact information must include mailing address, phone number, and email address.
2. A statement of qualifications and interest. The statement of qualifications should describe the applicant's relevant experience and interest in the position and should not exceed two full, single-spaced pages.
3. Three professional references. Each reference must include the person's name, email address, phone number (if within this United States), and the person's affiliation (link to your resume).

Please email application materials to Dr. Kristi Foster, Executive Director at [kristi@tbnep.org](mailto:kristi@tbnep.org). **Applications will be accepted until 12:00pm noon (Pacific Time), Monday, February 9, 2026.** Incomplete or late applications will not be considered.

TEP will review applications in early February. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process. Interviews will be conducted in person or via Zoom, depending on the applicant's location. The preferred start date for this position is March 2026; the exact date shall be agreed upon by the successful candidate and TEP.

## WORKING CONDITIONS

### WORK LOCATIONS (WHERE & GETTING THERE)

Work shall be performed primarily at TEP's current office in Garibaldi and the new building site in Bay City, Oregon. Meetings will take place throughout Tillamook County as needed to progress the project.

**TEP's Current Office** - Located in the Port of Garibaldi at 613 Commercial Street. Public transportation buses do not come directly into the Port of Garibaldi. Getting between the TEP office and the nearest stop requires moving approx. 0.4 miles through the Port (some sections of roadway do not have sidewalks) and over railroad tracks. Traffic can be heavy at times with lumber trucks, recreational fishing boats on trailers, passenger vehicles, and the Oregon Coast Scenic Railroad train. (Tillamook County is a small, rural community with bus services, but without Uber or Lyft, and extremely limited taxi service.)

**TEP's Future Location** – Located at the corner of Warren and Spruce Streets in Bay City. Work may be entirely open to the elements or in and around the building site while it is under construction. Must be comfortable working in all weather conditions, year-round, and ready to make adaptive plans for adverse weather. Public transportation buses stop at 9360 4th St, Bay City, OR, USA

During the design phase, this position may be eligible to work from a home office location in accordance with TEP's Workplace Policies and may work up to half of the regularly scheduled work hours remotely. The alternative work location is contingent upon workload and job performance and is at TEP management's discretion. This remote/home office option will likely not be available to the OR/FM during the construction and campus operation phases.

#### WORK HOURS (WHEN)

During the design phase, meetings and other tasks will typically be performed during normal business hours: 8:00am – 4:30pm, Mondays through Fridays. Evening and weekend work may be required occasionally to support TEP's capital campaign.

During the construction and relocation phases, work hours will coincide with the construction schedule which may be dependent on weather, available daylight hours, etc. Evening and weekend work may be required. The OR/FW will be on-call for emergencies during this phase.

Once the campus is operational, work will typically be performed during normal business hours: 8:00am – 4:30pm, Mondays through Fridays. Evening and weekend work may be required occasionally to support TEP. The OR/FW will be on-call for emergencies. This position may be eligible to work an alternative schedule to accommodate personal/family need (i.e. at alternate times during the five 8-hour workdays, Mon-Fri). The alternative work schedule is contingent upon workload and job performance and is at TEP management's discretion.

#### WORK ENVIRONMENT

Work shall be performed in office and outdoor environments and on construction sites. Work assignments may require walking or standing most of a given day, sitting, keyboarding, bending, pulling, reaching, stooping, climbing, crawling, kneeling, lifting up to 40 pounds, and contending with adverse weather conditions requiring special clothing and safety precautions. Walking may be on uneven surfaces and in the proximity of potential construction hazards.

#### WORK RULES

This position is subject to all TEP policies including, but not limited to, those provided in the Employee Handbook, Fiscal Policy, and safety protocols. This position is subject to pre-employment background checks and periodic background checks during employment.

#### WORK TRAVEL

Travel during work hours for this position may be over 100 miles per month during construction but is otherwise expected to be less than 100 miles. TEP currently has two work trucks, which are typically unavailable for this position.

- TEP reimburses those employees who are pre-approved to drive their personal vehicles during company-related travel, excluding commuting to and from work, at the IRS standard mileage rate.

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*This document is not intended to be an exhaustive description of the Owner's Representative/Facilities Manager position. TEP management reserves the right to amend and change the content to meet business and organizational needs as necessary. Tillamook Estuaries Partnership is an equal opportunity employer. TEP does not discriminate on the basis of sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran or military status, disability, sexual orientation, or other characteristic or status protected under applicable federal, state, or local laws in the administration of its programs or activities. TEP does not harass, intimidate, or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose actions prohibited, by the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights.*