

Watershed Row
EMPLOYMENT OPPORTUNITY

Job Title: Building Manager

Employment Status: Full Time (40 hours) 1.0 FTE or Half Time (20 hours) 0.5 FTE

Reporting to: Executive Director

Start Date: Open until filled

Company Overview

Watershed Row is a planned adaptive reuse development in downtown Klamath Falls. It will house a community of businesses that support local food, arts and outdoor connection. The building and site will meet the rigorous Living Building Challenge, taking deep responsibility for all water, energy and materials used. Watershed Row aims to inspire a vision of resilient, place-based urbanism that nurtures people, ecology and working lands in the Klamath Basin.

Position Summary

The Building Steward cares for the material and social aspects of Watershed Row. They will manage a unique downtown property, communicate regularly with key constituents (owners, tenants, the public) and maintain building systems. This is a vital leadership position that will help usher in the success of this landmark property. A passion for the built environment, a curiosity to understand green building systems, and engagement with various community members characterize this role.

Roles and Responsibilities

The following captures much of the responsibilities of this role, however the role will evolve as the building changes and grows. We hope the Building Manager approaches the position as one of stewarding a building and community into greater diversity and relationships.

Responsibilities

During Construction

- Review all construction documents to familiarize with the project and identify maintenance issues
- Learn about the Living Building Challenge and the requirements of each petal
- Visit an existing Living Building and participate in training at the International Living Future Institute
- Provide a system maintenance perspective to the project team
- Assist with building policy development, including operational policies
- Assist with documentation associated with the Living Building Challenge certification process
- Research and develop green cleaning and pest management policies
- Assist with drafting of operations and maintenance manuals
- Gain understanding of building systems
- Gain understanding of building history and story to develop tour talking points
- Collaborate with owners to recruit and orient future tenants

During Warranty/Start-up/Commissioning

- Assist Commissioning Agent with systems testing
- Keep notes and records during the commissioning process
- Gather operations and maintenance manuals
- Gather warranty information and register all equipment for which it is required
- Dial in operations of all systems
- Build up grey water bacteria

During Performance Period and Long Term

- Basic grey water mechanical maintenance (change/clean filters, record meter readings, flush systems, add microbes, etc.)
- Track building meters to identify problems early
- Weekly log in of each system to confirm functionality
- Keep roof drains and gutters clear of debris
- Coordinate equipment repairs and servicing
- Coordinate seasonal solar panel and window cleaning
- Coordinate pickup of urine fertilizer from diversion system
- Housekeeping
- Promote compost and recycling habits with tenants in order to maximize diversion from landfill
- Weigh and track recycling, compost, and waste—provide feedback to occupants
- Trash, compost, and recycling removal to appropriate destination
- Coordinate snow removal from sidewalks and parking lots
- Pest control in accordance with written policies and plans
- Clean common areas (Hall, Offices, Break Room) in accordance with green cleaning policy
- Work with horticulturalist to maintain living wall, indoor plants and landscape
- Winterize cistern and irrigation system

Desired Qualifications

- A passion for learning from others and through research and experience
- Demonstrated experience working and communicating with diverse teams
- Solution finder; glass half full attitude
- Excellent communicator with a variety of constituents
- Attention to detail; patient
- Open minded
- Public speaking experience
- Food handlers permit (REQUIRED once building opens)

Compensation

The range for starting salary for this full time (1.0 FTE) position is \$58,000 to \$70,000, depending on qualifications and experience. Watershed Row provides a health insurance stipend, a 3% employer annual match to an investment retirement account, 11 paid holidays, access to professional development funds and paid time off by accrual basis:

- 1 month - 4 years: 10 hours per month
- 5 - 9 years: 12 hours per month
- 10+ years: 14 hours per month

Employees must utilize at least 50% of their PTO each calendar year.

How to Apply

Email a resume and letter to Alex Froom (alex@watershedrow.org), expressing:

- What about this role and building resonates with you?
- Provide examples of your success in working on diverse teams.
- Indicate whether you are interested in this role in an interim or long-term capacity.

Timeline

Construction: Present - December 2025

Commissioning: January 2026

Move In: February - March 2026

Opening: April 2026

LBC Performance Period (tentative): May 2026 - April 2027

About Klamath Falls

Klamath Falls is a friendly small town in an ecological wonderland, adjacent to lakes and wetlands at the headwaters the Klamath River. Enjoy beautiful seasons, affordable living, mountain biking, kayaking, cross-country skiing, a lively arts and music scene and an active community life here. A strong local food system is taking shape, led in large part by [Klamath Grown](#) and with broad support and enthusiasm from the community.

Klamath Falls sits at the intersection of exceptional biodiversity, agriculture, waterways, and national park land as well as medical, military and educational institutions. Challenges, including water management, poverty and food insecurity, stand toe-to-toe with opportunities for real change in the way people live in the American West. Sunbird Kitchen sees the local food movement and working kitchens as a key part of the changes underway.

Watershed Row is an equal opportunity employer. We believe diversity leads to resilience and creativity. In order to create resilient communities, we need everybody. People who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.