Job Announcement
Facilities & Grounds Manager
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Huwa Enterprises is a nationally recognized leader in land reclamation and environmental restoration, having successfully reclaimed more than 3 million acres across 44 states. We combine sound science, innovative technology, and environmentally responsible practices to support clients in land reclamation, renewable energy, civil infrastructure, and natural disaster recovery.

About this Role:
We are seeking an experienced and self-motivated Facilities & Grounds Manager to oversee the maintenance, operations, appearance, and continuous improvement of our corporate headquarters in Keenesburg, Colorado.

The Facilities & Grounds Manager is responsible for all aspects of facility maintenance, building operations, groundskeeping, contractor management, and property improvement projects. This hands-on leadership role requires an individual who takes pride in maintaining a safe, professional, and welcoming environment for employees, customers, and visitors.

The successful candidate will oversee the day-to-day operation and maintenance of the headquarters facility, including building systems, landscaping, vendor relationships, and capital improvement initiatives.

Essential Duties and Responsibilities:
Facility Maintenance & Building Operations

- Conduct routine inspections of buildings, grounds, and facility systems.
- Perform and coordinate repairs involving plumbing, lighting, drywall, paint, flooring, doors, locks, and minor carpentry.
- Manage preventative maintenance programs for HVAC, electrical, plumbing, mechanical, and life-safety systems.
- Maintain building safety, cleanliness, and operational efficiency.
- Respond to maintenance requests and facility emergencies.
- Coordinate elevator inspections, testing, maintenance, and repairs with contracted service providers.
- Maintain maintenance records, inspection reports, and work order documentation.

Contractor & Project Management

- Manage facility repair, renovation, and improvement projects from planning through completion.
- Obtain and evaluate vendor proposals and contractor bids.
- Coordinate contractors and service providers to ensure quality, safety, budget, and schedule compliance.
- Oversee work involving HVAC, plumbing, electrical, roofing, elevator systems, construction, and other specialty trades.
- Manage permits, inspections, warranties, and regulatory compliance requirements.
- Identify opportunities for facility improvements and cost-saving initiatives.

Grounds & Property Maintenance

- Oversee all landscaping and exterior property maintenance.
- Maintain lawns, trees, shrubs, flower beds, and green spaces.
- Operate and maintain irrigation and sprinkler systems.
- Maintain parking lots, sidewalks, entrances, pond, and exterior common areas.

- Remove debris, litter, and property hazards.
- Perform seasonal maintenance activities, including snow removal and ice mitigation.
- Support property beautification and facility enhancement projects.

Qualifications

Required

- Minimum of 5 years of experience in facilities maintenance, construction, property management, landscaping, or a related field.
- Working knowledge of:
    - Commercial building maintenance
    - HVAC systems
    - Plumbing systems
    - Electrical systems
    - Irrigation systems
    - Landscape and grounds maintenance
- Experience managing multiple projects, contractors, and vendors.
- Strong organizational, communication, and problem-solving skills.
- Ability to work independently and make sound decisions with minimal supervision.

Preferred

- Experience managing commercial office facilities.
- Construction management or general contracting experience.
- HVAC certification or technical training.
- OSHA 10 or OSHA 30 certification.
- Irrigation system maintenance experience.
- First Aid/CPR certification.
- Valid Colorado driver's license with an acceptable driving record.

Physical Requirements

- Ability to work indoors and outdoors in varying weather conditions.
- Ability to walk the property, climb ladders, access rooftops, and inspect mechanical spaces.
- Ability to safely operate maintenance, landscaping, and snow-removal equipment.
- Ability to lift up to 75 pounds occasionally.
- Ability to stand, walk, bend, kneel, climb, and perform physical work throughout the workday.

Work Environment & Schedule

This position works in both office and outdoor environments and requires regular presence throughout the headquarters property, including office areas, grounds, parking lots, mechanical rooms, and maintenance spaces.

Schedule:

- Full-time position
- Typical hours are Monday through Friday, 7:00 a.m. to 4:00 p.m.
- Occasional evening, weekend, and on-call work may be required to respond to emergencies, weather events, contractor schedules, or critical facility needs.

Salary & Benefits
The anticipated hiring range for this position is $80,000 - $115,000 annually, depending on qualifications, experience, certifications, and demonstrated expertise. Huwa Enterprises also offers a comprehensive benefits package including medical, dental, vision, life insurance, Employee Assistance Program (EAP), paid time off, and additional voluntary benefits.

Benefits Include:

- Medical, dental, and vision insurance
- Life insurance
- Employee Assistance Program (EAP)
- Accident and hospital indemnity coverage
- Legal insurance
- Pet insurance
- Paid time off and company holidays
- Additional voluntary benefit options

How to Apply
Interested candidates should submit a resume and cover letter outlining their qualifications and experience to: HR@HuwaEnterprises.com

Applications will be reviewed as received and will continue until the position is filled.
For questions regarding this opportunity, please contact Human Resources at HR@HuwaEnterprises.com.

Additional Employment Information

- Proof of eligibility to work in the United States is required within three (3) days of hire.
- Direct deposit is a condition of employment.
- Employment may be contingent upon successful completion of a background check, motor vehicle record review, and/or drug screening, as applicable.
- Requests for reasonable accommodation in the application process may be directed to Human Resources.

Safety-Sensitive Position
This position has been designated as safety-sensitive. Employees are expected to perform their duties in a manner that protects the safety of themselves, coworkers, visitors, company property, and the environment.

Equal Employment Opportunity
Huwa Enterprises is an Equal Opportunity Employer and is committed to creating an inclusive workplace free from discrimination and harassment. Employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, veteran status, genetic information, sexual orientation, gender identity, or any other protected status under applicable federal, state, or local law.

Join Huwa Enterprises and help maintain a headquarters that reflects the quality, professionalism, and excellence that define our company.