



Job Title	<i>Facilities Maintenance Manager</i>
Reports to	<i>Facilities Maintenance Director</i>

Job Profile

The mission of Center for the Arts is to connect our creative community by providing a dedicated campus, supporting excellent programming, and nurturing a collaborative spirit.

The Facilities Maintenance Manager is an instrumental team member in keeping the facility operating in a functional, safe, and efficient manager. Working closely with the Facilities Maintenance Director, this position helps diagnose, repair, and maintain various mechanical and building systems.

Duties and Responsibilities

- Perform daily system checks. Maintain records of utility meters and boiler room gauges.
- Perform routine maintenance projects on a weekly, monthly, quarterly, and annual basis.
- Repair minor plumbing, electrical, and mechanical deficiencies as they arise.
- Coordinate with contractors and vendors for larger projects as needed.
- Assist in the control, maintenance, and troubleshooting of the HVAC system.
- Oversee and execute long term projects while attending to the immediate needs of employees, Resident users, and guests.
- Assist with opening and closing duties as needed. Maintain the flexibility to work some evening and weekend events as scheduled.
- Replace light bulbs and batteries throughout the building as needed.

Qualifications

- Experience
 - High school graduate or GED equivalent
 - Work history in facility operations, maintenance, construction or similar
 - Knowledge of how to safely use hand and power tools
 - Competency with email and other administrative systems
- Skills & Personal Characteristics
 - Excellent interpersonal skills
 - Mechanical aptitude
 - Ability to perform both mundane and demanding tasks in variable work spaces
 - Situational awareness in confined or sensitive areas
 - Detail-oriented
 - Ability to manage multiple projects concurrently
 - Ability to exercise good judgment. Proactive and creative problem solver
 - Intellectual curiosity and passion for continual improvement

Working Conditions

- Physical Requirements
 - Must be able to lift and transport equipment weighing up to 75 lbs. for some distance
 - Ability to ascend/descend stairs or ladders and perform duties at elevated heights
 - Must be able to navigate variable terrain, indoors and outdoors
 - May involve standing, sitting, or crouching for long periods of time

This is a full-time exempt position with competitive salary and benefits package.

Core hour work schedule with the potential for occasional evening and weekend obligations in a facility that is open to the public 355 days annually.
