

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

### **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 manner. 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.

### **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
  - Self-starter with the ability to develop and manage personal priority list
  - 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

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.

## **Compensation**

Anticipated hourly wage: \$30.00 – \$35.00, DOE

This is a full-time position with full benefits package. Benefits include paid vacation, sick, and holidays; group health, dental, and vision insurance; 401(k) and HSA match. Anticipated schedule is Monday through Friday, 7:45 AM – 4:15 PM. Subject to change.

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