

Position: Facility Manager

Reports to: Vice President of Financial Affairs

Position Summary:

Plan, coordinate and supervise the operation of the Conservatory facilities, including custodial and grounds, HVAC system, maintenance of vehicles, safety, security and coordination of facilities usage.

Minimum Qualifications:

1. Bachelor's degree.
2. Prior job experience in supervision of maintenance and operations and/or facilities.
3. Knowledge of methods, practices, equipment and supplies used in facility maintenance, building and safety regulations.
4. Principles of project management and supervision.

Responsibilities:

- ┌ Supervision: Hire, evaluate, coordinate and supervise all facility management staff including custodial and security personnel.
- ┌ Custodial: Responsible for maintaining the cleanliness of the facilities.
- ┌ Maintenance: Responsible for maintaining the building and all equipment in safe and good working order.
- ┌ Safety: Responsible for maintaining the safety and security of the the grounds.
- ┌ Outside Contractors: Responsible for hiring and supervising any outside contractors and vendors necessary for maintenance and custodial care.
- ┌ Scheduling: Manage the scheduling for building use by all personnel and groups, including set-ups, teardowns, clean up, heating/cooling, lighting, door closure, etc.
- ┌ Keys: Maintain the building keying system and master key records.
- ┌ Budget: Develop the budget for building, grounds, maintenance, custodial services, safety, supplies, vehicles and equipment.
- ┌ Vehicles: Ensure operation, upkeep and record retention of Conservatory vehicles.
- ┌ Perform any other duties as assigned by the Vice President of Financial Affairs.