

Facilities Manager (FT)

Job Title: Facilities Manager

Department: Facilities

Reports to: Director of Production and Facilities

Job Type: Full-time

Salary Range \$45,000-\$55,000 non-exempt

About The Z:

The Zeiterion Performing Arts Center (The “Z”) is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social, and economic vitality of the South Coast.

EQUAL OPPORTUNITY:

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

COVID-19 PROTOCOL:

A full dose COVID-19 vaccine regimen, including booster, is a condition of employment and volunteering for all Z staff, event personnel and volunteers. In a case where individuals fall under a legally covered exemption, that individual should present a qualifying reason for the exemption, in which case The Z will make reasonable accommodations and offer other protocols including regular testing plus mask wearing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Zeiterion is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity
- This role will have exposure to cleaning chemicals and materials
- Essential and other important duties and responsibilities may require maintaining physical conditions necessary for walking, crawling, kneeling or standing for prolonged periods of time and may require heavy lifting.
- This role may have irregular work hours at times.

POSITION OVERVIEW

Under direction, the Facilities Manager oversees and coordinates the day-to-day maintenance and cleanliness of all managed, operated, or rented facilities by The Z. The Facilities Manager will ensure that the facility complies with public ordinances as well as The Z's standards for safety and cleanliness. Together with the Director of Production and Facilities the Facility Manager will work on creating a maintenance program to ensure that The Z is presented in the best light possible and ensuring that we are accessible to everyone in our community. The position is full-time, non-exempt. Work schedule changes dependent on show, meeting, or event schedule, and will include nights and weekends on a regular basis.

RESPONSIBILITIES:

- Supervision/training/scheduling of facility and custodial staff
- Serves as a liaison between the City of New Bedford and The Z
- Independently completes all items on the maintenance and custodial checklist
- Troubleshoot/resolve immediate operation and/or safety concerns
- Assist in the operation of HVAC and other building systems
- Perform minor plumbing, electrical, carpentry, and painting as needed
- Ensures cleaning inventory is well stocked
- Prepares /cleans backstage area prior to events and performances
- Handles all recycling and trash within facility
- Help Set up a variety of spaces for meetings or events
- Schedule our outside cleaning company to clean the theatre
- Special projects as needed
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

Experience

- Excellent people skills, ability to get along with a variety of personality types
- Self-directed, time management skills and ability to prioritize
- Must exhibit excellent judgement, professionalism, confidentiality, and flexibility
- Ability to work weeknights and weekends, as needed

General knowledge of:

- Methods, materials, and equipment used in custodial work
- Proper carpentry, painting skills and preventive maintenance requirements
- Basic plumbing, HVAC and electrical skills
- Safe work practices
- Microsoft Office products such as Word, Excel, and Outlook

Ability to:

- Lift at least 50 pounds, and when necessary, lift from the floor

- Operate, maintain, and repair a variety of mechanical tools and equipment
- Perform various cleaning and sanitizing maintenance activities
- Clean and care for assigned areas and equipment
- Use a variety of custodial equipment, supplies and materials
- Work independently in the absence of supervision
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate clearly and concisely
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: walking, crouching, or crawling during building maintenance activities; pushing, pulling, lifting, or carrying heavy equipment or supplies; climbing stairs/ladders; walking, standing, or sitting for extended periods of time; operating assigned equipment
- Maintain effective audio-visual discrimination and perception needed for: making observations including distinguishing colors; reading and writing; operating assigned equipment; communicating with others

Education

- Equivalent to a high school diploma.
- Additional training in building trades maintenance and repair or a related field is desirable

HOW TO APPLY

- Send resume to careers@zeiterion.org