



FACILITY MAINTENANCE MANAGER

Employment Status:	Full-time; 40 hours/week
FLSA Status:	Non-Exempt
Experience Required:	Minimum three (3) years work experience in building, facility management, or maintenance role.
Minimum Education:	High school diploma or equivalent
Department:	Production & Facilities
Direct Supervisor:	Director of Production & Facilities (DPF)
Supervisory Responsibility:	Direct (1); Indirect (0)
Primary Work Location:	Theater and Administrative Office Building setting
Certification:	None
Pay Rate:	\$22 - \$25/hr + competitive benefits package

Job Description

The Fox's Facility Maintenance Manager maintains and oversees the Fox Tucson Theatre Foundation's physical plant including buildings, grounds, and equipment to ensure that the physical plant is safe, functional, clean, well maintained and represents the Fox professionally and with pride of place to all internal and external stakeholders. The position works closely with the Director of Production & Facilities as a leadership member of the Facilities team. Areas of responsibility include developing preventative maintenance schedule, advising on capital plant improvement strategies, negotiating contracts and overseeing necessary work calls with external service providers, ordering and maintaining inventory of building supplies, inspecting facilities to meet safety and cleanliness expectations, responding to staff work order requests, conducting routine maintenance and minor repairs, and securing and coordinating qualified contractors on other repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Monitor the safety, cleanliness, and upkeep of interior and exterior areas, including theater front and back of house, administrative offices, parking areas, outdoor forays and sidewalks, and all other owned properties.
- Develop and implement preventative maintenance schedules on major systems and services, including HVAC, Plumbing, Electrical, Security Alarms, Utilities, and Pest Control.

- Prioritize and schedule maintenance tasks, ensuring timely completion of necessary items, as well as effective communication and collaboration with other departments.
- Perform routine maintenance on facilities and personally conduct and/or supervise completion of all repairs, as appropriate.
- Supervise Facility Maintenance Associate(s) in timely and quality completion of tasks.
- Schedule routine inspections and emergency repairs with outside vendors.
- Ensure proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals.
- Maintain day-to-day operations of facilities, including completing and/or supervising maintenance orders, periodic cleaning tasks, and/or coordinating repairs with qualified outside vendors.
- Create reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff.
- Ensure preparation of facilities for changing weather conditions.
- Collaborate with upper management on budgeting for routine facilities needs, capital investments, and other items such as maintenance contract needs.
- Build and maintain effective and proactive working relationships with local vendors and service providers.
- Other responsibilities as requested, as part of a positive and productive team pursuing the best for those we serve.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Advanced mechanical skills and knowledge of plumbing, HVAC, basic electricity, carpentry, drywall, painting, and other building systems.
- Proficiency with hand and power tools and techniques.
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors and team members.
- Great time management, organization and prioritization abilities.
- Keen attention to detail and efficient problem-solving skills.
- Ability to occasionally lift and carry 50 lbs, and to regularly lift and carry 25 lbs.
- Ability to climb ladders and stairs; to reach overhead and at/below shoulder level; to push and pull to operate equipment and move heavy objects; to stoop, crawl and access enclosed spaces; and to stand and walk for extended periods of time.
- Must be comfortable working on ladders and lifts, and not have a problem with heights.
- Ability to read blue prints and other technical drawings.
- Ability to work independently and follow through on projects with minimal direction.
- Flexible hours necessary, some early mornings and evenings.
- Proficient in Microsoft Office Suite.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.