

The Center for the Arts
Crested Butte, Colorado
Job Description

Job Title: Facilities Director

Job Classification: Full time exempt

Incumbent: None

Summary: The Facilities Director is responsible for managing and maintaining oversight of all mechanical systems in the new CFTA facility. In order to achieve this goal, this position will coordinate and supervise the activities of employees and contractors engaged in performing cleaning, maintenance, repair and remodel activities. While this department is growing, this employee will be required to not just to supervise, but execute many technical building maintenance functions. This employee exercises discretion and independent judgement on all significant matters related to the facility and is responsible for directing and supervising staff and contractors.

Specific Duties and Responsibilities:

- Supervise the work of all subordinate employees engaged in building maintenance. Plan, schedule, assign and monitor work. Instruct and train employees / contractors on proper methods and procedures.
- Establishes performance standards for building maintenance; monitors work performed and conducts regular staff reviews to ensure compliance with developed standards. Develops metrics and tracking systems as needed.
- Directs, coordinates and performs maintenance of building systems including: HVAC, plumbing systems, electrical systems, automatic door systems, lock systems and other mechanical systems.
- Recruits, hires and monitors independent contractors, such as, but not limited to janitorial, snow removal, IT staff, etc. Coordinates with other departments to ensure standards are maintained for all events, often taking place outside of normal business hours.
- Assures code compliance and conducts risk management activities: develops, implements, maintains and documents an effective safety program for the new building. Trains all staff, vendors and building users on the safety plan.
- Coordinates projects and acts as the Project Manager for all building improvement projects.
- Works with senior leadership to develop the Facilities budget, tracking spending over the course of the year. Responsible for continuous budget vs. actuals analysis to inform decisions throughout the year.
- Maintains appropriate inventory in a cost effective manner. Procures materials, supplies, and tools necessary to perform all building maintenance activities from chosen vendors.
- Monitors utility usage including gas, water, sewage and electrical. Makes adjustments to systems to ensure optimal usage of resources.
- Assists in heavy lifting, moving, and other assistance for other departments as needed.
- Required to be on-call as an emergency contact related to building emergencies. Required to work nights, weekends and holidays when called upon.
- Establishes communication systems and cadences with all center staff and customers to ensure appropriate building usage.
- Maintains records on building conditions and required cycles of maintenance to major systems. Plans work accordingly and files evidence of maintenance as needed.
- Assists with event setup as needed.

The Center for the Arts
Crested Butte, Colorado
Job Description

- Perform additional job responsibilities when required to assist the Center for the Arts to achieve its overall objectives.