



# omahacommunityplayhouse

## **Facilities Supervisor**

Job Title: Facilities Supervisor  
Department: Facilities  
Direct Reports: Maintenance (3-4 part-time positions)

Reports To: Executive Director  
Exempt Salaried position

### **Scope of Responsibilities:**

The Facilities Supervisor is responsible for the maintenance of the Omaha Community Playhouse's (OCP) buildings, grounds, equipment, machinery, and utility systems.

### **Performance Responsibilities:**

- Performs routine maintenance on building interior and exterior.
- Contacts and schedules vendors and contractors for necessary building repairs and emergencies that are outside the scope of routine maintenance.
- Facilitates all contracted maintenance of the building, including snow removal, landscaping and lawn service, parking lot repairs, lighting and safety issues. Covers services as needed.
- Maintains building security system; Ensures building is locked / secure every night.
- Supervises the work of the maintenance and custodial staff. Plans, schedules and assigns work routines designed to allow for safe access to building, efficient operation, and essential building services.
  - Coordinates with staff administrators for custodial, set-up, and maintenance in areas requiring evening use of facilities, such as the boardroom, classrooms, rehearsal halls, and theatres.
    - Set up and tear down for special events (tables and chairs)
  - Cleans all building areas, including theatres, bathrooms, kitchens, carpets, etc. Replenish supplies in the kitchens and bathrooms. Empty trash and recycling as needed.
  - Sweeping sidewalks; Shoveling snow when needed.
- Works in a safe manner and recognizes unsafe situations. Takes appropriate action to ensure safety of themselves and others in building.
- Confers with management to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment.

- Inspects building and grounds to insure compliance with Federal, State and City Building Codes and Health Department Regulations.
  - Maintains current records for all state, federal, and insurance inspections.
- Orders and stocks supplies.
- Some nights and weekends possible.
- Other duties as assigned.

Minimum Qualifications:

- Minimum of three to five years of progressive experience and responsibility in a maintenance field.
- Good organization and time management skills.
- Supervisory experience with the ability to adequately schedule coverage for building upkeep and repair.
- Must be able to spend long periods of time standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing.
- Must be able to lift and/or move items weighing a minimum of 50 pounds.
- Ability to work a flexible schedule and to be on call 24 hours a day.

Desired Qualifications:

- Must be able to work in a culturally diverse agency, with regard to both customers and employees.
- One year certificate from a trade or technical school.