



# omahacommunityplayhouse

## **Facilities Manager**

Job Title: Facilities Manager  
Department: Facilities  
Direct Reports: Maintenance (3 part-time positions)  
  
Reports To: Executive Director

### Scope of Responsibilities:

The Facilities Manager is responsible for managing the maintenance of the Omaha Community Playhouse's (OCP) buildings, grounds, equipment, machinery, and utility systems. This position plans, budgets, and schedules facility repairs and modifications.

### Performance Responsibilities:

#### Administrative Responsibilities

- Prepares an annual department budget and operates within that budget.
- Maintains the plans for fire evacuation and disaster response.
- Coordinates the Safety Program and serves as Safety Committee Chair.
- Maintains current records for all state, federal, and insurance inspections.
- Plans, develops and implements new methods and procedures designed to improve operations, minimize operating costs and effect greater utilization of labor and materials.

#### Facility Maintenance Responsibilities

- Performs general maintenance tasks on building interior and exterior. Repairs necessary areas of the building and equipment. Engineers HVAC and plumbing systems. Contacts and schedules vendors and contractors for necessary building repairs and emergencies that are unable to be resolved by maintenance staff.
- Supervises, maintains, schedules, and executes the operation, maintenance and repair of building mechanical, electrical and monitoring systems. Supervises the cleaning and general maintenance of building and related equipment.
- 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.
- Supervises the work of the maintenance staff. Plans, schedules and assigns work routines designed to allow for safe access to building, efficient operation, and essential building services. Covers maintenance shifts as needed.
- Instructs and advises custodial staff in work methods, safety practices, supply procedures, and operation of building heating, ventilating, security and lighting controls.

- 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.
- Confers with management to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment.
- Inspects building and grounds on a daily basis to insure compliance with Federal, State and City Building Codes and Health Department Regulations.
- Orders and stocks supplies.
- Some nights and weekends possible.
- Other duties as assigned.

Minimum Qualifications:

- Associates Degree in mechanical, electrical, or industrial maintenance OR one-year certificate from a trade or technical school.
- 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.
- Must be able to manage a budget.
- 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.
- HVAC experience