

# JOB DESCRIPTION MAINTENANCE MANAGER



Facility Name:	<b>THE SANFORD CENTER</b>
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## JOB INFORMATION

Job Title:	Maintenance Manager	Department:	Operations
Reports To:	Associate Executive Director	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Prepared By:	Robert Anderson	Date Prepared:	8/10/21
Approved By:	Angela Bohlen	Approved Date:	8/11/21

## SUMMARY

In addition to normal weekday business hours, the duties of this position may require work during or immediately following shows or events which occur outside of normal business hours (nights, weekends, holidays, etc.). This individual reports to the Associate Executive Director. This individual is engaged in the activities of work necessary to managing the physical attributes of the venues to accommodate ongoing building event load. Operates and maintains plumbing, electrical, and other systems for the facility, as assigned. Manages the daily operations of the venue physical plant including, but not limited to maintenance needs, cleanliness, event HVAC coordination and daily activity.

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

1. In conjunction with the Associate Executive Director, plans the operation and maintenance of the building, grounds, and equipment of the venue.
2. Follows preventative maintenance plans for all building systems. Daily management of the facility to ensure all standards are met, including but not limited to, maintenance needs, cleanliness.
3. Inspects and evaluates physical condition of facilities, making changes as directed by Associate Executive Director. Participates in cleaning and maintenance duties as necessary.
4. In conjunction with the Associate Executive Director, analyzes service orders, technical riders, drawings, and other documents. Monitors expenses and recommends proper equipment and supplies.
5. Maintains staff adherence to safety standards. Operates in an energy efficient manner by adjusting lighting and HVAC to optimal usage. Maintains storage rooms in a clean, safe, and efficient manner. Maintains clean rooms, public areas, parking lots, loading docks and service corridors.
6. Changing out HVAC air Filters.
7. Checking motors and belts on all Air Handling Equipment.
8. Other duties will be added and assigned. This is not an complete summation of every duty and responsibility.

## SUPERVISORY RESPONSIBILITIES

1. Responsible for Directly supervising Environmental Services Team, and Maintenance Assistants as needed.

## QUALIFICATIONS

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

1. Has or acquires knowledge to operate necessary equipment.
2. Forklift, Scissor Lift, JLG Boom lift Experience or ability to learn to operate required.

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3. Ability to operation Boilers is preferred.
4. Familiar with custodial procedures including SDS, equipment, proper usage of chemicals and proper personal protective equipment.
5. Through knowledge of methods, practices, equipment, and machinery used in building maintenance, and of public facility maintenance procedures.
6. Ability to work a varied schedule under diverse conditions and according to sometimes stringent time schedules.
7. Knowledge of and ability to execute, safety programs.
8. Ability to work with minimal supervision.

## **EDUCATION and/or EXPERIENCE**

1. High School diploma, GED or equivalent.
2. Ability to operate light machinery, such as forklifts, scissor lift, JLG, front end loader, and scrubber.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to operate applicable computer programs to accomplish essential functions of the job.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Must possess current, valid driver's license and a current working mobile telephone with a number that can be accessed by building management personnel for business purposes.
2. Willingness to obtain necessary certifications and licenses.
3. Boiler's license preferred or ability to obtain certification.

## **LANGUAGE SKILLS**

1. Ability to speak and understand English.
2. Ability to read, interpret and execute documents and programs such as safety, operating and maintenance instructions, and procedure manuals furnished in written, oral, diagram and schedule form. Ability to interpret and work from sketches, diagrams, technical orders and manufacturer's manuals and specification handbooks.
3. Ability to write and maintain routine records and reports.
4. Ability to deal effectively and courteously with venue patrons, clients, and co-workers.

## **REASONING ABILITY**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures ; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, disseminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.
2. Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists
3. Ability to maintain a high level of visual attention and mental concentration for significant periods of time

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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1. While performing the duties of this job, the employee is regularly required to stand; reach with hands and arms; climb or balance; walk, sit, stoop, kneel, crouch, or crawl; and talk or hear.
2. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
4. Must be flexible with hours including nights, weekends, and holidays.
5. Ability to work varied schedules under diverse conditions and according to sometimes-stringent time schedules.

## 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.

1. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and high, precarious places.
2. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration.
3. The noise level in the work environment is usually moderate.

## CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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