



<b>TITLE: Facilities Coordinator</b>	<b>Part Time</b>
<b>REPORTS TO: General Manager</b>	<b>HIRE DATE: Immediate</b>
<b>SUPERVISES: None</b>	

**SUMMARY DESCRIPTION:** The Facilities Coordinator is responsible for planning, directing, and overseeing building operations and services. Analyzes utility bills and energy output, purchases supplies, assists with technical needs, and maintains the appearance of the building(s).

**RESPONSIBILITIES OF THIS AREA:**

- Inspects theatre / MPAC and evaluates use of space and facilities.
- Oversees and directs maintenance personnel and workers engaged in equipment installation, facilities equipment repair, and preventive maintenance. i.e. cleaning and lawn contract staff.
- Performs or oversees the performance of cleaning duties for all three facilities. This includes but is not limited to; dusting, sweeping, vaccuming, mopping, window washing, trash removal, restroom facilities, kitchen areas, storage areas and greenspaces.
- Performs or oversees performance of minor repairs such as doorknobs, picture handing, replacing filters, and refurbishment projects such as painting.
- Maintains equipment and purchases cleaning supplies for facility.
- Collaborates with the General Manager on a Maintenance Plan.
- Assists with record keeping for the Preservation Fee Fund.
- Ensures periodic code and other building inspections.
- Creates needed storage plans with applicable departments.
- Performs facility equipment obsolescent planning, budgeting and replacement.
- Performs environmental hazard management/planning and remediation.
- Performs and maintains an equipment audit.
- Maintains all areas of the building.
- Performs all other duties as assigned.

**EDUCATION:**

- Bachelor Degree or five years of experience in facility oversight.