

**Greater Boston Stage Company
Facilities Manager Job Description**

Overview

The Facilities Manager (FM) has primary responsibility for the oversight of access, upkeep, cleaning and maintenance of GBSC's spaces at 395 Main Street in Stoneham, MA, including Theatre, lobby, offices, rehearsal spaces, dressing room and greenroom areas. Facilities Manager will also oversee access, upkeep, cleaning and maintenance of off-site storage and shop space(s).

Reports to Managing Director and works in consultation with Property Management Company.

Requirements: Basic handyman skills, computer and organizational skills.

Hours: roughly 20 hours per week with flexible schedule.

Payment: Hourly at \$20/hour

To Apply: Send work history and brief letter to weylin@greaterbostonstage.org

Key tasks and responsibilities

- The FM will identify and report maintenance issues and problems and coordinate prompt repair, preparing and maintaining a planned, preventative and corrective maintenance schedule, identifying and overseeing routine 'in house' maintenance and communicating with Property Management company as necessary for infrastructure and non-theatrical major systems repairs (HVAC, electrical, significant plumbing issues, roof, building exterior, major renovation projects, etc).
- Assume overall responsibility for allocated maintenance projects. Ensure that regular building inspections and routine checks are made to ensure that all systems are statutory compliant, operational and free from hazards.
- Coordinate the work of contractors (sometimes along with Property Management company), including, but not limited to, cleaners, plumbers, pest control, fire alarm systems, lift maintenance, emergency light testing & inspections, air conditioning seasonal balancing, maintenance and inspections, snow and ice removal and mitigation, waste management, confidential waste destruction and other miscellaneous maintenance requests.
- FM will personally undertake basic handyman tasks as necessary, including, but not limited to, light bulb replacement, ceiling tile replacement, simple toilet repairs, painting touch-ups, minor repairs, emergency cleaning, etc.
- Act as a key holder for the building
- Act as first point of contact for implementing appropriate responses for emergency repairs to the building.
- Oversee purchasing of all building supplies, including, but not limited to, cleaning supplies and equipment (vacuums, mops, etc), paper goods (paper towels, toilet paper, etc), trash bags, gloves, soap, hand sanitizer, light bulbs, ice melt, etc.
- Assist in the development of and implementation of agreed cyclical maintenance and long-term preventative maintenance plans.
- Work with external Contractors to ensure the building always looks clean and is appropriately presented.

- Work with maintenance contractors when on site ensuring that they operate safely and in line with organization procedures.
- In conjunction with MD, PAD and PM, plan and organize best allocation of space and equipment to meet the program requirements.

Key tasks and responsibilities Health & Safety:

- Ensure that GBSC meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- Ensure that all accidents are documented, investigated and recommended improvements implemented.
- Establish and maintain a program of documented health & safety inspections, audits and checks providing statutory and information reports as required.
- Ensure regular emergency equipment checks are conducted including fire and intruder alarms, emergency lighting and fire extinguishers.
- In conjunction with the House Manager – plan, carry out and review emergency evacuations procedures.
- Ensure full and accurate health and safety and training records are maintained in conjunction with MD. Keep up to date with all aspects of relevant health, safety & welfare at work legislation and ensure GBSC's compliance.

Financial Management:

- Deliver building maintenance within the allocated budget and provide accurate forecasts for future spending.
- Provide the MD with data that will enable the development of robust budgeting for maintenance of facilities.
- Ensure that supplier invoices are accurate and are approved appropriately in line with GBSC's financial procedures.
- Deliver best value for money on all building related spending.

General:

- FM shall function as a collaborative member of the Theatre staff, and shall attend weekly staff meetings, retreats, and otherwise participate along with other staff members in all aspects of the Theatre's operation.

Additional duties, as required. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Physical Demands: The work requires routine walking, standing, bending, and carrying items weighing less than fifty (50) pounds.

GBSC is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply.