



MOVING IN THE SPIRIT FACILITIES MANAGER JOB POSTING

Moving in the Spirit is an award-winning creative youth development program. We use the discipline of dance to help children and teens develop the social, emotional, and cognitive skills they need to thrive.

Position Summary

This position is an upper-level management position overseeing the daily operations of the physical building, (including repairs, maintenance, janitorial); and is also responsible for managing the facility budget and contractors; oversee facility improvements and renovation projects.

Position: Facilities Manager

Position classification: Contractor

Staff reporting to this position: None

Work Week: 15-25 hours per week; Must be onsite 2-3 days per week for regular building walk-throughs and maintenance assessment; Evening and weekend availability required

Pay Rate: \$30-\$40/hr

Anticipated hire date: Immediately

To apply please submit cover letter, resume, and 3 professional references to

hr@movinginthespirit.org.

Facilities Manager Duties

- **Directs the planning and maintenance of the Moving in the Spirit facility.**
 - Ensure facility is clean, safe and functional for staff, program participants, renters, and visitors.
 - Collaborate regularly with supervisor to identify renovation and facility improvement needs.
 - Responsible for developing budgets and long-term facility plans based on company growth and future needs; monitor budget and approve contracts.
 - Oversee the functioning of all building systems including mechanical, electrical, fire/life safety, plumbing, and waste management.
 - Draft and implement routine maintenance schedules and standards; ensure compliance with these standards.
 - Ensure building operations comply with all local zoning laws and regulations.
 - Perform or facilitate inspections of all parts of the organization's grounds and facility; approves renovations, maintenance, and installations when necessary.
 - Oversee contractors involved in facility projects and delivery of services; inspects and approves completed work.
 - Prepare job estimates and bids for projects to be completed by outside contractors.
 - Research and estimate costs of facilities projects including costs for labor, equipment, and materials.
 - Oversee facility improvements, renovations and design projects to ensure compliance with applicable codes, regulations, architectural standards, and contractual requirements.
 - Maintain a recordkeeping system documenting facility use, maintenance schedules, and any other information required by internal policy or by local, state, and federal agencies.
 - Maintain design, facility improvements, and renovation records.
 - Maintain an ongoing dialogue and working relationship with staff from other departments to ensure facility needs and problems are quickly communicated, identified, and resolved.
 - Collaborate with other staff and stakeholders to review and update the organization's physical master plan.
- **Create and implement emergency evacuation planning for the facility.**
 - Develop and publish evacuation plans for facility including procedures to be followed and methods to account for employees and visitors.
 - Present evacuation and safety training to new employees.

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- Schedule and direct periodic evacuation drills; analyze results and modify plans as needed.

Qualifications

- Excellent verbal communication skills.
- Strong supervisory and leadership skills.
- Ability to read blueprints and working diagrams.
- Thorough understanding of facilities planning principles, best practices, and procedures.
- Thorough understanding of local, state, and federal building codes, ordinances, and regulations.
- Basic understanding of building design, construction, and maintenance as needed to maintain or ensure maintenance of equipment, building, and other parts of the organization's facilities.
- Basic understanding of budget creation and execution.
- Ability to prioritize and delegate multiple tasks and projects to ensure each is completed correctly and in a timely manner.
- Proficient with Microsoft Office Suite or related software as needed to maintain reports, records, and budgets.

Education and Experience

- Bachelor's degree in a related field.
- At least 3 years of related experience in building maintenance.
- **Must have experience with HVAC systems.**
- Experience in theater management a plus