

Facilities Manager Job Description

THE UMBRELLA Arts Center
40 Stow Street
Concord, MA
May 2023

ABOUT THE UMBRELLA

The Umbrella is a vibrant Art Center that operates three year-round programs in the Arts on approximately two acres in Concord Center. The 60,000 sq ft newly completed building houses approximately fifty studios for artists, nine education classrooms, two theaters (a 350-seat main stage and a 100-seat black box), a gallery, lobbies, and offices. The 2019 building systems are all electric, with the exception of two gas kilns in the ceramics studio served by an underground propane tank. Studios in the renovated portion of the building are heated and cooled by a VRF system, and the new construction is served by four heat pump roof top units. Emergency power is by batteries. There is also an active solar panel system which generates electricity.

ABOUT THE FACILITIES MANAGER ROLE

The Facilities Manager will be responsible for the management and maintenance of our building and grounds. Systems include (among others) electrical, solar panels, lighting, mechanical, plumbing, sprinklers, elevators, irrigation, flood controls, keying, motorized shades and security. Building services include (among others) landscaping, snow plowing, custodial, elevator and other inspections, and routine maintenance, patching, and painting.

This position is full-time and will report directly to the Executive Director.

RESPONSIBILITIES

- Oversee and maintain the physical operation of the entire building and its programs
- Create and oversee the careful maintenance and cleaning programs that keep the Umbrella's appearance in exemplary condition
- Create, with Executive Director, an annual maintenance plan and budget
- Create, with Executive Director, an annual capital plan and budget
- Institute and manage maintenance contracts and inspections to include:
 - HVAC/Mechanical Equipment
 - Fire alarms systems
 - Sprinklers
 - Fire Extinguisher Inspections
 - Elevators
 - Security Cameras and systems, including keying
 - Custodial Contractors
 - General Building Inspections
 - Sump pumps
 - Board of Health Inspections
 - Landscaping
 - Snow Plowing/shoveling
 - Trash/Recycling Collection
 - Makerspace and Set Shop tools and equipment
 - Propane and O2 tanks
 - Solar panels
 - Back up batteries

- Schedule and oversee repairs with various vendors, including (and not limited to) mechanical equipment, elevators, electrical and plumbing, and motorized shades.
- Respond to security system alarms and fire alarms 24/7
- Maintain supplies in restrooms and classrooms
- Help with the other employees and events, for setting up of tables and chairs and taking down after event
- Coordinate clay sludge removal in ceramics studio
- Oversee the work of all outside contractors to ensure compliance with contractual agreements and budgetary restrictions
- Maintain grounds free from debris and trash between contractors scheduled visits
- Maintain Umbrella's vehicle including regular oil changes and inspections
- Respond to, prioritize, and complete maintenance requests, to include painting, minor repairs, small construction projects and maintenance
- Maintain a list of all pertinent contacts (including vendors, suppliers, service companies), procedures and instructions (including operation of safety and security equipment, thermostats, other equipment). All information should be readily available and accessible.
- Provide monthly written reports for Board and/or Facilities Committee meetings.
- Shovel snow and remove ice from all walkways (when extra support is needed)
- Any extra help needed for bigger events (i.e. traffic control, security, breakdown after event, etc...)
- Maintain Electric Room, Janitor Closets, and Storage Rooms in clean and organized fashion
- Perform other duties as assigned by the Director.

SKILLS

- The Facilities Manager will model integrity, professionalism, responsibility, and respect for all persons
- Experience with maintenance of complex building systems and components, including with remote monitoring systems.
- Proficient in email, Zoom, Microsoft Word/Excel and/or Google Workspace (docs, sheets), vendor management and reporting.
- Previous property management experience preferred.
- Self-motivated; good communication skills and work with the community.
- Understands the big picture and manages areas of responsibility in a manner consistent with the Umbrella's agenda.
- Meets deadlines, demonstrates effective use of time, and handles multiple assignments simultaneously.
- Understands need for growth and is receptive to constructive feedback.

PHYSICAL REQUIREMENTS

- Stand for up to 3 hours at a time;
- Walk for 2 miles over the span of a regular work day;
- Lift and carrying a minimum of 50 pounds;
- Walk up and down stairs approximately 5 times per day;
- Drive, including a Van and have a good driving record;
- Near and far vision (correctable); and
- Ability to work in both indoor and outdoor conditions. Occasionally required to work outdoors in very cold temperatures.

QUALIFICATIONS

- 5 years of experience in Facilities management
- Experience with building management software
- Non-profit experience a plus

The Facilities Manager is a full-time position and reports to the Executive Director. Work hours are negotiable; however, a regular and predictable schedule is required.

Salary is commensurate with experience.

Interested candidates should send a single PDF including a cover letter and resume to jerry@theumbrellaarts.org . The position will remain open until filled.

The Umbrella is a 501(c)(3) organization. We are an equal opportunity employer and do not discriminate.