



Job Description

TITLE: Facilities Manager

DEPARTMENT: Operations
GRADE: Full-Time, Salaried
COMPENSATION: \$60,000
FLSA: Exempt

POSITION SUMMARY:

This position is responsible for maintaining a high standard of facilities security operations and project management, performing work with a direct reflection of the mission and values of the organization.

ESSENTIAL FUNCTIONS:

- Knowledge of security operations and procedures
- Facilities upkeep and improvements
- Source and acquire service vendors and supplies, as needed
- Technology Integration in conjunction with IT professionals
- Manage facility rentals requests

OTHER ACCOUNTABILITIES:

Other duties as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Available to work flexible shift schedule that includes evenings and weekends
- Able to lift and move objects weighing up to 70 pounds
- Frequently required to stand
- Frequently required to walk
- Frequently required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl

QUALIFICATIONS:

Required Experience

- Commercial building security and facility management
- Proficient knowledge of Microsoft Office Suite
- Experience with basic technology, electrical, plumbing, mechanical, and carpentry repairs

Preferred qualifications

- Spanish language skills

COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

Dependability
Situational Adaptability
Emotional Intelligence
Attention to detail

Collaborator
Effective Communicator
Customer Focused
Values Differences
Resourcefulness
Instills Trust

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Operations
Supports: All Departments

TO APPLY

Please email cover letter, resume, to Billie.Bledsoe@balletaustin.org

BACKGROUND SEARCH REQUIRED

NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.