



Job Position Description

TITLE: Facilities Associate

Reports to: Director of Operations
Department: Operations
Part Time Position: Non-Exempt (evening hours approximately 3:00pm-10:00pm / weekdays)
Compensation: \$36,000

POSITION SUMMARY:

This position performs campus monitoring to maintain a safe and orderly environment for students and staff and to present a positive image
Maintains a high standard of facilities operations and project management
Performs work with a direct reflection of the mission and values of the organization

ESSENTIAL FUNCTIONS:

Knowledge of building operations, security, and standard operational procedures
Managing traffic flow in parking lots and adjoining alley
Develop and maintain strong positive relationships with parents and students
Facilities upkeep and improvements, including outdoor perimeter

OTHER ACCOUNTABILITIES:

Must be available to work evenings
Other duties as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Able to lift and move objects weighing up to seventy pounds
Frequently required to stand, walk, utilize hand, and finger dexterity, climb, balance, bend stoop, kneel or crawl

EDUCATION AND EXPERIENCE:

Required Experience
Strong interpersonal and communications skills
Spatial awareness and management skills
Proficient knowledge of Microsoft Office Suite
Experience with basic technology, electrical, plumbing, mechanical, and carpentry repairs
Preferred qualifications
Commercial building operations and facility management
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

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are based on an individual's qualifications, 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.