



ALASKA CENTER FOR THE **PERFORMING ARTS**  
JOB DESCRIPTION

Title: **FACILITY MANAGER**  
Department: Operations  
Salary Range: Based on experience  
Scheduled Hours: Mon-Fri 8:00-5:00pm, and varies including on-call hours  
Full Time: X Exempt: X  
Reports To: Vice President, Operations

The Facility Manager, reporting to the VP Operations, is responsible for operation, coordination, supervision, evaluation and reporting related to all the maintenance, building systems and safety programs of the Alaska Center for the Performing Arts (ACPA). Systems include mechanical, fire, electrical, HVAC, controls, janitorial and security to assure a safe, reliable environment for staff, patrons, and clients. The Facility Manager develops and implements all related programs and manages and supports mechanical, janitorial and security teams in performance of their duties. Serves as a member of the ACPA's management team.

## **RESPONSIBILITIES AND DUTIES**

### **1.0 ACPA systems and process management**

- 1.1 ACPA systems and management areas include, but are not limited to, mechanical, security, janitorial, fire, electrical, HVAC, controls, and safety.
- 1.2 Develops and monitors goals, manages schedules and approved budgets for preventative maintenance, repair, facility improvement and capital projects, coordinates activities with all departments, and maintains regular communication with leadership.
- 1.3 Develops, implements and reviews files for documentation, correspondence, records, reports and inspections. Also, regularly reviews SOPs, training, policies, key control, project plans, department schedules, other critical records and compliance with codes and regulations, such as fire, building, electrical, EPA, OSHA and ADA.
- 1.4 Plans and schedules all ACPA facility maintenance or improvement work. Prepares SOWs, bids, layouts, plans and specs, cost estimates, budgets and timelines.
- 1.5 Coordinates contracts for ACPA building system services and repairs, maintenance and other needs. Inspects contractors' progress and ensures conformance with plans and specifications, and coordinates with Municipality of Anchorage (MOA) Facilities Department.

## **2.0 ACPA staff and contractor management**

- 2.1 Provides professional supervision, coaching and training of ACPA maintenance, janitorial and security staff, including recruitment, ongoing staff development and evaluation.
- 2.2 Plans and directs the work performed by ACPA facility staff.
- 2.3 Models respectful working relationships and creates a workplace that supports all ACPA employees.
- 2.4 Directs contractor repair and renovation work including, but not limited to, cleaning, fire protection, elevator, electrical, HVAC, plumbing, and snow removal.
- 2.5 Administers ACPA facility safety and compliance programs, including participation on safety committee.

## **3.0 Communications and collaboration**

- 3.1 Demonstrates stellar customer service (internal and external) and consistently positive communications and attitude.
- 3.2 Cooperates with ACPA operations, theatre production personnel and leadership in routine operations and capital project oversight.
- 3.3 Maintains appropriate reports and records as part of preventative maintenance plans/program, and general work.
- 3.4 As a member of ACPA management team, participates in strategic and long-term planning; oversees development of department goals, objectives, policies and procedures.
- 3.5 Maintains communications with facility at all times as may be necessary AND in emergency situations.

## **4.0 Performs periodically**

- 4.1 Performs hands-on maintenance and repair.
- 4.2 Meets with MOA officials and other agency personnel regarding ACPA facility issues.

## **5.0 Performs other assigned duties as required.**



**JOB TITLE: Facility Manager**

**TRAINING AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university in construction, facility management, or closely related field, OR equivalent experience.
- Capital project and/or multivenue operations management preferred.
- Knowledge of arts facility management a plus.
- Superior track record with managing and mentoring staff.
- Strong organizational, time management, communication and supervisory skills.
- Ability to plan, control and manage budget.
- Ability to speak and write well.
- Strong initiative and collaborative problem-solving skills.
- Ability to organize maintenance, repair and building programs for all ACPA systems, in collaboration with all ACPA departments and leadership, and with MOA when appropriate.
- Ability to work hands-on when needed.
- Ability to engage professionally and provide stellar customer service to all internal and external stakeholders.
- Ability to oversee multiple complex issues simultaneously, clearly communicating progress on projects and anticipating needs including, but not limited to, keeping projects on track, on time and on budget.
- Experience with MS Office (Outlook, Word, Excel, etc.)

**PHYSICAL DEMANDS OF POSITION/WORK ENVIRONMENT:**

- Work is performed primarily indoors.
- Position requires frequent sitting, walking, bending, twisting, and carrying, occasionally lifting up to 50 lbs.
- Exposure to dust/noise, slippery surfaces, toxic/caustic chemicals, and biological waste hazards.
- Requires use of hand/power tools, custodial and maintenance equipment, computer, radio, telephone and general office equipment.
- Work requires working irregular and flexible hours with attendance at meetings and activities outside of regular working/office hours.
- Occasional operation of a motor vehicle on public roads.
- May be required to wear safety equipment.

Reasonable accommodation will be explored to enable persons with disabilities to perform essential functions of the job.

**APPEARANCE AND DRESS:**

Appropriate to the work environment.

ACPA, INC.  
FACILITY MANAGER  
UPDATED: 6/5/19