



Organization: Fayetteville A&P Commission
Position Title: Facility Services Manager
Classification: Full time
Reports to: General Manager, Fayetteville Town Center
Posting Date: March 7, 2019

FAYETTEVILLE

TOWN CENTER

Summary Description

Under direction of the Fayetteville Town Center General Manager, the Facility Services Manager maintains Advertising and Promotion Commission buildings and facilities with the estimated amount of time directed as follows:

Fayetteville Town Center (80%);
Walker Stone House (20%).

Ability to perform tasks for the facilities including but not limited to: the buildings, equipment, HVAC, plumbing, and electrical systems. Responsible for working with external vendors and service providers. Conducts routine scheduled maintenance and improvements to the entire facility and also responds to emergencies occasionally on an "on-call" basis. This individual provides support for all departments including special events. Square footage of the Town Center is 27,000+ square feet.

Essential Functions

- Develop regular schedule of maintenance and coordinates with applicable vendors to ensure schedule is maintained.
- Identify and document need for major repairs or additions to building operating systems
 - Replacing lights
 - Installing mounted equipment and fixtures
 - Wall patching and painting
- Organize and maintain inventory of equipment
- Assist in building security, serve as point person for alarm systems at multiple campuses
- Perform occasional janitorial duties including, but not limited to:
 - Clean and sanitize sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals.
 - Clean or polish windows, building fixtures, walls and ceilings
- Event Support
 - Collaborate with setup crew in order to assure room is set up according to event drawings
 - Assist Event Team in ensuring adequate custodial coverage for events
 - Assist with events as needed.
- Effectively lead facility services staff.
- Communicate well with other staff, the public, and facility customers both verbally and in writing

General Duties

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position.

Qualifications

- Minimum 3 years' experience in building and grounds maintenance
- Prior experience in an event venue or public facility such as a convention center, museum, hospital, or hotel preferred
- Working knowledge of electrical systems/circuitry and lighting
- Working knowledge of plumbing systems
- Ability to operate a lift, preferred
- Proficient in the use of Microsoft Office applications including Outlook, Word, Excel
- Ability to effectively communicate verbally and in writing
- Ability maintain records

Special Requirements

Must be able to work a flexible schedule to include early mornings, days, evenings, overnight, weekends, holidays, extended work shifts and extended number of days when required to meet operational needs.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toes shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk.

Able to stand, walk, and crouch for extended periods of time

Able to lift up to 40 lbs. overhead regularly and occasionally 60 lbs.