

FACILITIES MANAGER

SUMMARY - Able to complete general maintenance and repair of facilities/grounds. This includes plumbing, electrical, carpentry, HVAC, painting, irrigation, landscaping & snow removal. Able to operate/maintain vehicles & equipment as well as power & hand tools. Will oversee seasonal/temporary labor as needed. Will maintain a clean and professional appearance at all times as a representative of the Aspen Music Festival & School.

ESSENTIAL DUTIES

1. Perform regular maintenance and repair work including plumbing, carpentry, painting and minor electrical; seasonal landscaping as needed. Respond to maintenance calls in a timely manner. Troubleshoot issues and resolve efficiently & effectively.
2. Acquire and oversee contract work with outside vendors. Monitor and evaluate the work or services performed.
3. Supervise and evaluate seasonal/temporary help.
4. Perform snow removal via plows, blowers, and shovels. Mitigate ice for safe travel on campus paths.
5. Must be able to work variable hours. This includes early mornings, weekends, nights, & holidays. Will aid other departments as directed.
6. This list is not all inclusive and other duties may be assigned.

QUALIFICATIONS

Must be able to perform tasks safely and satisfactorily. The following skills and knowledge are needed to achieve these essential functions:

- three years of school or experience in facilities maintenance; or some combination of both. Experience preferred in plumbing, electrical, HVAC, carpentry, landscaping, and snow removal.
- Ability to read and comprehend written and verbal instructions, emails and memos. Ability to write short and simple responses. Ability to effectively present information in one-on-one & small group settings to other employees, faculty, or students. Must be fluent in English.
- Ability to use a computer for email, payroll, and office type applications.
- Ability to create and perform tasks adequately and safely, often times with little direct supervision. Must be aware of facilities and surroundings throughout the work day looking to both see issues and areas of improvement.
- This is a physically demanding job. One can expect to be on their feet throughout their shift, whether standing or working. Must have adequate vision and hearing to be safe in the job. Must be able to work with hands & arms above their head. Must be able to climb, balance, squat, kneel, or crawl. Regular lifting or moving items up to 50 lbs. or more; occasional lift/move up to 100 lbs.
- Employee is exposed to outside weather in a high mountain environment. This can be thunderstorms, blowing snow, or extreme cold.

APPLICANTS

- This is a full-time, year-round position with benefits.
- Interested applicants should send a cover letter and resume to facilitiesposition@aspenmusic.org.