

Job Posting



Job Title:

Facilities Manager

Date:

March 16, 2022

SUMMARY – The Facilities Manager will work to maintain all areas of grounds and facilities but with a focus on HVAC systems and electrical. This position works with a team but can independently complete projects and supervise contractors as necessary. The Manager must maintain a clean and professional appearance at all times as a representative of the Aspen Music Festival & School.

ESSENTIAL DUTIES

- 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.
- Acquire and oversee contract work with outside vendors. Monitor and evaluate the work or services performed.
- Supervise and evaluate seasonal/temporary help.
- Perform snow removal via plows, blowers, and shovels. Mitigate ice for safe travel on campus paths.
- Must be able to work variable hours. This includes early mornings, weekends, nights, & holidays. Will aid other departments as directed.

SAFETY

- Protect safety of self, co-workers, students, & faculty at all times.
- Be aware of and report any potentially harmful or dangerous situation to a supervisor or manager ASAP.
- In the event of an accident or incident, whether or not an injury is sustained, report it immediately to one's immediate supervisor.
- Follow all OSHA safety guidelines and company training and policies.
- Operate all vehicles and equipment in a safe manner to avoid injury to yourself and others.

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.

Salary and Benefits:

- Salary range for this position is between \$62,000 - \$68,000
- Full employee medical, dental, and vision insurance coverage
- \$25,000 life insurance policy
- Option to put aside money pre-tax for health and dependent care expenses
- Pre- or post-tax retirement plan with company match after two years of service
- Medical expense reimbursement plan to offset the insurance deductible
- Cash health and wellness benefit
- An employee assistance program
- Paid holiday schedule of 18 days
- Paid vacation of 13 days the first year that grows up to 23 days after five years
- Paid sick time of 15 days per year
- Season pass to the festival plus one guest
- Aspen Chamber discount on ski passes

Diversity, Equity, and Inclusion

At AMFS, we are committed to becoming an anti-racist organization and believe that when people feel respected and included they can be more creative, innovative, and successful. While we have more work to do to advance diversity and inclusion, we're investing to move our organization and classical music industry forward. In order to create and maintain a diverse community, AMFS does not discriminate in employment opportunities or practices on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law.

Please submit a cover letter and resume to Matt Bergdahl, Director of Facilities - mbergdahl@aspenmusic.org