



## **Job Posting**

### **PERFORMING ARTS FORT WORTH, INC.**

**Performing Arts Fort Worth, Inc. is an Equal Opportunity Employer and conducts its recruiting and selection process to identify the best possible match for each open position.**

**Job Title: Building Services Manager**  
**Reports To: Director of Building Services**  
**Status: Full-Time; Exempt**  
**Date: August 2019**

#### **Primary Function:**

The function of the Building Services Department is to ensure that building systems operate and are maintained at the highest industry standards in all of Performing Arts Fort Worth's (PAFW) facilities to provide a safe and comfortable environment for the staff, guests and patrons of PAFW, and the public.

Under the supervision of the Director of Building Services, the Building Services Manager supports the daily operations of the Department with all aspects of management, including general housekeeping, contract administration, special projects coordination, and serves as a point of contact for housekeeping, contractors and other external clients, and for PAFW staff. This position assists with determining the priority of departmental projects and executing projects from implementation to completion.

Must work in compliance with applicable codes, industry standards and best practices. Ensures that safety rules and regulations are followed and that the work zones and equipment meet safety standards.

#### **Education, Skills, & Experience Required:**

Five years' experience in a large facility with day-to-day project management experience. A demonstrated ability to manage complex building systems. High school diploma or GED equivalent required. Has general knowledge of arts-related organizations and large facility requirements. Experienced in scheduling and coordinating contractors and special projects. Ability to maintain confidential information and data. Advanced proficiency with Microsoft Office, Word, Excel, Outlook and work order systems such as AkitaBox, and Facility Management software such as Metasys. Keen attention to detail is a must.

A self-starter who is proactive to prevent problems before they occur; takes initiative to correct problems as they arise. Maintains a professional demeanor; has a positive attitude and displays effective leadership skills. Experienced in managing others, including training and overseeing full-time and part-time staff and contract service providers. Ability to build and maintain effective working relationships and to foster team work and customer service; successful communication skills, displays tact and courtesy in all interactions.

Bilingual (English / Spanish) is a plus. Has / maintains a current Texas Driver's License. Must have the ability to work a flexible schedule including some nights, weekends, and holidays as needed.

**General Duties:**

- Responsible for ensuring all PAFW facilities are spotlessly cleaned and maintained at the highest industry standards.

Provide regular and ongoing maintenance of the facilities and property by performing emergency and routine repair and maintenance on the building structure, mechanical equipment, electrical, HVAC, plumbing and other PAFW related components.

**General Operations:**

- Works as a team and assists colleagues in accomplishing daily, special, and emergency projects.
- Follows verbal and written instructions and completes all work in a timely and professional manner.
- Schedules and manages contract housekeeping staff within the approved budget. Supports housekeeping staff operations as needed.
- Manages inventory and ordering of paper products.
- Plans and oversees maintenance, repairing and replacement of all flooring, to include carpet, tile, stone, concrete and wood.
- Maintains BPH stage floor: screens, recoats, sands and refinishes, including rolling-out paint.
- Responsible for Contract Management; maintains open-ended contracts for:  
Waste Management;  
Windows (internal and external);  
Entryway Mats;  
Annual cleaning of BPH stage, all ledges and deflectors;  
Garden and Grounds for tree trimming, with seasonal contracts for color, mowing, and trimming hedges;  
Pest Control and Bird Control;
- Responsible for signage repair and replacement throughout PAFW facilities, including glass signs on walls and plaques, also vinyl signage.
- Responsible for all non-theatrical lighting maintenance and LED conversion.
- Responsible for planning and arranging for furniture maintenance, repairs, paints and fabric replacement. For Audience Chamber and Box Tier seats: repairs wood, for example broken arms, and makes sure numbers are on all audience seats.
- Oversees walls that are unpainted wood and fabric (non-paint surfaces), observes tears, etc., and repairs as needed, including gluing, tucking-in, and wrapping plastic corner guards with fabric, and vacuuming.
- Oversees indoor marble and stone work.
- Coordinates storage management as needed by other PAFW departments.
- Plans and oversees PAFW parking lot restriping and maintenance.

- Takes electric meter reading, water deduct reading, runs water quality tests on chiller and hot water systems.
- Orders Building Services staff shirts and oversees laundry service for department.
- Listens to other department staff's suggestions and looks for ways to improve; suggests ideas to supervisor.
- Monitors and maintains cleanliness and organization of assigned work areas.
- Participates in Building Services coverage for performances and events and assists with after-hour emergencies as needed.
- Reports faulty or improperly operating equipment or unusual conditions to supervisor. Reports major deficiencies with items that cannot be readily repaired. Utilizes lockout/tagout procedures to prevent injuries.
- Works within operating procedures and maintenance programs that conform to manufacturer's recommendations for systems, purchased equipment and company standards, which are customized to the specific needs of PAFW facilities and consistent with the goals and objectives of PAFW event requirements.
- Constantly inspects and reviews the operating functions of the Building Services Department, physical plant systems and equipment to evaluate efficiency methods and investigate, analyze and resolve operational and maintenance problems.
- Plans and coordinates operations within Building Services including energy management and controls, electrical and HVAC systems.
- Ensures deliveries are accepted for Building Services and for other departments as necessary.
- Ensures maintenance of sidewalks and surface parking lots in all weather conditions.
- Performs other duties for Building Services as requested or needed.

**Preventative Maintenance and Building Services Risk Management:**

- Continuously seeks ways to develop and implement energy savings programs and procedures.
- Follows the direction of a maintenance program that includes preventative maintenance, routine maintenance, regular repairs and emergency repairs and ensures the maintenance program is utilized to its full ability and potential.
- Reduces risk and liability by maintaining all operating systems in the facilities at their peak and being sure that all required permits and inspections for the facilities are secured as required by regulatory agencies.
- Assists in the coordination of staff for life safety testing and makes sure all necessary equipment inspections, permits and certifications are current.
- Assists in the maintenance and replacement of all fire prevention and suppression systems are made on time and that all inspections or permits required are secured in a timely manner with appropriate regulatory agencies.
- Monitors work sites to be sure that safety rules and regulations are followed, and the work zones and equipment meet safety standards.
- Attends regular safety training for Building Services staff.

**Please Note:** This job description is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

**Physical/Visual Activities or Demands:** Physical/visual activities or demands that are commonly associated with the performance of the functions of this job:

1. Talking, Standing, Walking, Sitting, Stooping or Crouching, Kneeling, Crawling, Reaching, Lifting / Moving up to 50 lbs., Pushing / Pulling, Climbing and Balancing. Hand-eye coordination. Handle / operate objects, tools, controls. Some exposure to injury.
2. Clarity of vision, close and distance vision, color vision, peripheral vision, depth perception, with the ability to prepare documents and other materials and recognize various parts of buildings, equipment and overall condition of the buildings and grounds.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job. Usual office conditions with significant outside work and exposure to weather, including extreme heat, rain, and high winds.

**Machines, Tools, Equipment and Work Aids:** This may be representative but not all inclusive of those commonly associated with this position. Painting tools, hand tools, electric tools, telephone, computer, printer, ten key calculator, copier, fax, and large equipment such as Jeanie lifts, bucket lifts, floor scrubbers, etc., as may be necessary in regular maintenance of the facilities.

**For immediate consideration, submit your letter of interest and a current resume to:** [careers@basshall.com](mailto:careers@basshall.com).

**No phone calls will be accepted.**

**Thank you.**