

Job Description: Buildings & Grounds Supervisor Franklin Civic Operetta Association's (F.C.O.A.) Barrow-Civic Theatre

Job Title: Buildings & Grounds Supervisor of the F.C.O.A.'s Barrow-Civic Theatre.

Reports to: The Buildings & Grounds Supervisor reports directly to the theater's Executive Director.

Purpose of Job: The purpose of the Buildings & Grounds Supervisor is to oversee all custodial and maintenance needs of the Barrow-Civic Theatre and Warehouse.

Working Conditions and Environment:

Hours: The Buildings & Grounds Supervisor position is a non-exempt, part time, hourly position. Occasional evenings and weekends required.

Facility: The Buildings & Grounds Supervisor maintains a primary works space at the Barrow-Civic-Theatre. General upkeep of the Theatre's Warehouse also required.

Knowledge and Skills Required:

Education: Trade or vocational school graduate preferred but not required.

Skills, Knowledge & Abilities:

- General working knowledge of the in-house boiler system, air conditioning system, general electric, plumbing and carpentry skills.
- Understanding of janitorial chemicals and their appropriate use.
- Welding skills preferred but not required.
- Pleasant communication skills, including personal, telephone & e-mail.
- Must be self-motivated, and able to work on many projects at once.
- Must be able to deal with occasional emergency situations.
- Must be able to lift and move equipment and furniture of varying sizes and weights.
- Must be able to operate and service power equipment and tools.
- Must be able to perform maintenance work from ladders, scaffolding and confined spaces.
- Painting skills required.

Licensure: Valid US driver's license required. HVAC & welding certifications preferred by not required.

Primary Responsibilities:

- ❖ Develops weekly work schedule with Executive Director.
- ❖ Maintain a positive attitude, and a spirit of teamwork.
- ❖ Daily and weekly custodial needs (sweeping floors, cleaning restrooms, etc.).
- ❖ Snow removal as needed.
- ❖ General maintenance of the boiler and air conditioning systems.
- ❖ Attend to building needs (i.e. light bulbs, carpet cleaning, dusting, etc.).
- ❖ Develop and maintain a positive relationship with volunteers.

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- ❖ Schedule and supervise volunteers as needed.
- ❖ Supervise AARP SCSEP program participants.
- ❖ Manage janitorial supplies inventory.
- ❖ Responsible for general upkeep of the storage areas of the theatre and Warehouse.
- ❖ Essential physical demands that must be met by an employee to successfully perform the essential functions of this job include:
 - o Ability to work in a "workshop" environment.
 - o Ability to operate hand and power tools.
 - o Ability to exert up to 50 lbs. of force.
 - o Ability to climb, balance, stoop, kneel, crouch and work at heights.
 - o Ability to frequently communicate verbally and electronically with others.
 - o Ability to move comfortably, sit, possess gross motor skills, use hands to write and/or type, reach with hands and arms.

Facilities:

- ❖ Maintain a clean and safe working environment.
- ❖ Report any need to replace equipment to Executive Director.
- ❖ Maintain tools and other shop equipment and ensure they are in working order.
- ❖ Perform regular safety inspections of electrical equipment and keep logs of these checks.
- ❖ Perform regular safety inspections of the Theater building systems - HVAC, fire safety, water, etc. and keep logs of these checks.
- ❖ Work with the Facilities Committee Chair as needed.

Human Resources:

- ❖ Meet with Executive Director weekly to coordinate tech activities, work progress and issues.
- ❖ Is a member of the Production Warehouse and Facilities Committees of F.C.O.A.
- ❖ Maintain an ongoing list of volunteers to assist with large jobs.
- ❖ Perform other duties as called upon by the Executive Director.

The Barrow-Civic Theatre is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, disability, protected veteran status or other characteristics protected by law.

Employment is contingent upon successful completion of a criminal background check, as well as securing Act 33 and Act 34 Clearances. Only those legally authorized to work in the United States are eligible for hire.