



LYME ACADEMY

OF FINE ARTS

Facilities Manager Job Description

The Lyme Academy of Fine Arts is looking for a full-time Facilities Manager. This position plays an essential hands-on role in the management and daily operations of The Academy's buildings and grounds. The facilities manager reports directly to the Managing Director and is responsible for overseeing the functioning of all building systems including mechanical, electrical, security, fire/life safety, plumbing, well, septic tanks, and waste management.

Essential Duties:

- Play a hands-on role in accomplishing repairs on systems and buildings, including performing minor electrical, plumbing, carpentry, masonry, and landscaping maintenance and repairs. Determine when an outside contractor is required and coordinate repairs to ensure proper completion and cost-effectiveness.
- Responsible for the general maintenance, upkeep, and testing of all essential utilities including well systems, septic systems, plumbing, HVAC systems, electrical service and hardware. Establish procedures and schedules for preventative maintenance.
- Manage the Head Custodian to ensure the campus and grounds are maintained in a clean and orderly manner.
- Assist with maintaining building security. Serve as first line of on-site leadership for any facility-related items including responding to and addressing any facility-related emergencies or requests.
- Work alongside the Managing Director to prepare and manage the annual budgets for facilities including capital expenditure projects, preventative, and ongoing maintenance, groundskeeping, and housekeeping departments ensuring optimal utilization of personnel and other resources.
- Maintain and update Emergency Procedures Manual as needed including Emergency Preparedness plans for security situations such as fires, natural disasters, terrorist attacks, etc. Maintain and update Standard Operating Procedures (SOPs), and the Continuity of Operations Plan (COOP) for Facilities and Security. Ensure all procedures provide coherent, efficient, and complete solutions for functional scope.
- Oversee competitive bidding processes involving capital improvements to buildings and property. Serve as the Academy's representative in planning and developing facilities ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines.

Qualifications:

- High school diploma required. Bachelor's degree preferred.
- Minimum of three (3) years of facilities maintenance experience.
- Two (2) years of supervisory experience, preferred.
- Certified Facilities Manager preferred.
- Firm knowledge of OSHA, Joint Commission, and State and Federal regulations regarding facility maintenance.
- Must possess proficiency with Microsoft Office products including, Outlook, Word, Excel, and PowerPoint.

Salary

Compensation for this position starts at \$50k annually, plus health benefits.

Please direct all inquiries and/or CV's to Caitlin Perkins at caitlin@lymeacademy.edu