

Peters Valley Craft Center Facilities Manager Job Description

General: To actively maintain, repair and improve the grounds and facilities of the Peters Valley Craft Center Campus. This position is year-round, but the seasonal nature of the center's educational program requires the facilities manager to work on Saturdays and be on call 24/7 from May through September. This salaried position requires a self-starter and highly motivated individual that can work well with others in an artistic community. Reports to the Operations Manager.

Annual Salary is \$25k. Benefits include Health Insurance . Private, on-campus housing is provided and the Facilities Manager is required to live on campus. A truck is provided for job related transportation as well as a cell phone.

Skills: Candidate must have good skills and at least 5 years of experience in the following areas:

Plumbing, electrical, carpentry, construction, painting, mowing, plowing, computer skills to maintain effective records, communications skills and the ability to adhere to a strict budget. Knowledge of safety standards and building materials are a must.

Candidate must be a proven self-starter, with demonstrated ability to work efficiently and prioritize and manage work flow. Strong interpersonal skills are needed to deal with PV residents, staff, volunteers, students, instructors and visitors.

Responsibilities: In collaboration with the Operations Manager and Executive Director, develop a general maintenance program for the PV facilities which will include regular maintenance as well as scheduled improvements.

Maintenance and Improvement tasks include:

- Upkeep of maintenance facility, tools and equipment including mowers and small engine tools
- Must be able to execute general building repairs and improvement from the very small to more involved such as; replacing doors and windows, replacing door knobs, painting, drywall installation and repair, including spackling, basic plumbing (for example, repairing leaky pipes or installing faucets, clearing clogged drains and pipes), basic electrical (for example, installing new light fixtures, replacing fuses), winterizing buildings, installing window AC units, etc.
- Facilitating and managing work exchange students and groups of volunteers to help with general improvements.
- Pricing, scheduling, contracting with and overseeing service providers for designated tasks that require specific expertise or equipment such as:
 - Furnace maintenance
 - Septic pumping
 - Mowing service for general public areas

- Supplemental mowing and trimming

Spring /Summer/Fall:

- Mowing of paths and trails for students and general public
- Painting of interior and exterior of buildings
- Scheduled Improvements
- Emergency repairs and maintenance.
- Assist with set up and take down of temporary structures and electric service for Peters Valley events such as May Open House and Fall Craft Fair

Winter:

- Winterization of buildings
- Monitoring fuel levels in buildings, replacing furnace air filters, and schedule furnace maintenance.
- Plowing of studios, admin buildings and residences.
- Scheduled and Emergency Repairs to buildings.

Benefits:

- 2 weeks paid vacation per year, after first 6 months of employment; vacation days may not be carried over, except with written approval of Executive Director.
- Employee may participate in PV Employee Health Plan. PV contributes \$300 per month towards cost of plan. There is no additional compensation if Employee does not participate in Health Plan.
- Employee may purchase meals at a reduced cost at PV Dining Hall when open
- 2 bedroom, 1 bathroom house provided on campus. Utilities are the responsibility of the employee.

General:

- This is a salaried position. Regular work schedule is Monday-Friday, October – April and Tuesday –Saturday, May- September. Facilities Manager must be “on call” for emergency repairs 24/7 from May-September. Employment at PV is at will. Employee must follow all PV Personnel Policies and Procedures. And have a valid driver’s license.