**BRITT MUSIC AND ARTS FESTIVAL**

**(Job Description 05/27/2020)**

**Position:** Seasonal Facilities & Grounds Maintenance Manager

**Reports to:** CEO and Production Manager

**Duration and Hours:** June 1-October 31. This is a seasonal full-time position. Day-shift hours for this position may occasionally fluctuate to accommodate the event schedule.

**General Description:** The facilities & grounds maintenance manager is responsible for the cleaning and maintenance of buildings and grounds, including pre-season preparation and post-season wrap-up of the venue’s grounds and facilities. This position includes facilities and grounds maintenance, daily custodial duties, performing inspections and repairs, and organized reporting to Britt supervisor.

**Responsibilities:**

* Prepare all facilities and grounds for the opening of the season, including identifying and prioritizing maintenance issues, making repairs, maintaining building exteriors, materials, etc.
* Prepare all facilities and grounds for the close of the season, including winterization.
* Maintain venue grounds, including parkings lots, lawns, plantings and planting beds, trees, fences, sprinkler systems, exterior and ‘house’ lighting systems, hardscapes. This includes hands-on mowing, brush cutting, plant debris removal, sweeping/power washing, digging, and ensuring the removal of trash and debris from grounds and neighborhoods following performances.
* Maintain Britt lawn and irrigation system, with focused results around event schedule and public usage.
* Maintain Britt tools, equipment, appliances, and vehicles.
* Identify maintenance issues (electrical, plumbing, irrigation, appliances, climate, lighting, communications, construction, materials) on all buildings and grounds through routine inspections.
* Provide supervisor(s) with regular updates on existing, pending, upcoming projects and issues.
* When required, select and oversee professional contractors (electrical, plumbing, hvac, communications, concrete, arborists, etc.) with supervisor approval.
* Coordinate all custodial cleaning, maintenance, restocking as appropriate to the event schedule.
* Supervise part-time grounds support.

**Requirements:**

* High school diploma with a minimum two years vocational or college training or five years’ job experience
* Must be positive, well organized and energetic
* Must have experience in general carpentry, electricity, plumbing, household appliances, landscaping and lawn care
* Must have good communication skills and be able to work effectively with contractors and the general public
* Must be able to work on multiple tasks simultaneously
* Must be able to lift 50lbs and be in good physical condition
* Experience in personnel supervision, such as shift management, time tracking, and relevant administrative duties
* Must be flexible in adapting work hours to meet the needs of the position