

APPEL FARM ARTS & MUSIC CENTER

Facility Manager

Overview

Appel Farm Arts & Music Center, a \$3M non-profit arts and education institution located in Elmer, NJ, seeks a Full-Time Facilities Manager.

The Facility Manager is responsible for the care and upkeep of the physical plant of Appel Farm Arts & Music Campus, which is a 115-acre rural campus with 20+ buildings. Appel Farm's campus is home in the summer months to Appel Farm Arts Camp, an overnight award-winning arts summer camp; and during the school year to Creativity Collaboratory Charter School, south Jersey's first STEAM charter middle school for 5th-8th grade. Appel Farm also offers retreats for families and community groups, hosts large arts festivals including the Teen Arts Fest and South Jersey Arts fest, and offers other arts programming including a full after school program. Appel Farm also rents the property to outside groups for conferences, events and weddings.

Details of the Position

The Facility Manager will lead the Facilities Caretaker and team of seasonal hourly maintenance staff to ensure that the facilities and equipment are kept in the best operating condition, that the appearance of the physical plant is sparkling and inviting, and that problems and repairs are dealt with quickly and efficiently. They will be a chief liaison to contracted services for facilities and operations needs, and will be heavily involved in the planning and implementation of capital improvements to the facility. They must be a leader in ensuring every guest is safe and able to fully enjoy their experience on our campus.

This individual should have hands-on skills in areas including but not limited to carpentry, plumbing, electrical, HVAC, landscaping, roofing, pool upkeep, septic, and automotive work. Knowledge of school-related maintenance and regulation is preferred. Experience with summer camps and/or school maintenance is also preferred.

This is a full-time, salaried, exempt position. Normal work week hours are Monday-Friday, 8:00 am to 5:00 pm, with some extended hours on weekends and during special events from September to June. The Facility Manager must be able to work nights and weekends as needed, in coordination with Facilities Caretaker and Director of Operations. On-site housing is

available as part of this contract. The Facility Manager reports to the Director of Operations and the Executive Director of Appel Farm.

Qualifications

The ideal candidate should be an individual with a great deal of flexibility; be in good physical shape for heavy maintenance projects; and should have patience, good communication skills, and a good sense of humor. They must have a positive attitude towards helping others where and when needed, realizing that often problems present themselves at inopportune times. Adaptability, multi-tasking, follow through and a willingness to get your hands dirty is a must. Previous supervisory experience is preferred.

Salary, Benefits, Terms of Employment

- Annual Salary: \$60,000 + accommodations and benefits
- Benefits: On-site accommodations; Single coverage Health, Dental and Vision; Paid holidays and paid vacation, summer camp tuition.

Special Requirements

- Applicant must pass a background check.
- Applicant must have valid driver's license.
- Applicant must be able to lift up to 40 pounds.

Detailed Responsibilities

Budgeting and Finance

- Consult with the Director of Operations and Board of Trustees Facilities Committee to complete an annual review of the campus in order to create an annual capital improvements plan. Assist with determining the best upgrade paths for equipment and infrastructure. (P)
- Assist the Director of Operations in creating the annual budget for maintenance projects. Assist with reducing costs by finding new vendors, or developing and utilizing other cost saving measures. (P)
- Seek expense approval through submitting purchase orders to the Director of Operations for all purchases. (P)

Vendor Operations

- Research vendors as needed for projects. (P)

- Manage vendors and agreed upon scopes of work related to facility operations while holding vendors accountable to standards in operation. Discuss plans of work with the Director of Operations prior to collecting quotes for work. (P)
- Negotiate lease/contracts with contractors in a timely and reliable manner. (P)
- Escort vendors throughout the site as needed for completion of work. (S)

Day to Day Operations

- Lift 40+ pounds and be able to work daily on all maintenance projects. (P)
- Maintain facilities and equipment in optimal condition, within budgetary and staffing limitations, including but not limited to construction, HVAC, plumbing, electrical, automotive, pool, septic, garden and grounds. (P)
- Supervise Facilities Caretaker and hourly maintenance staff, in coordination with Director of Operations. (P)
- Operate power tools as necessary including machinery related to snow removal. (S)
- Inspect facilities and operations equipment on a weekly basis, keeping supervisors apprised of maintenance problems and needs in a timely fashion, especially in reference to maintaining safety on site for the school attendees & visitors. (P)
- Work in conjunction with Facilities Caretaker to ensure the buildings and grounds remain well-maintained by overseeing renovation projects and scheduling repairs and safety inspections. (P)
- Work in conjunction with Facilities Caretaker to ensure that the property operates smoothly, maintains its appearance, preservation and safety including maintaining sidewalks, gardens, lawns and parking lots. (S)
- Respond to emergency needs immediately, rectifying hazardous or unsafe conditions as soon as possible. Work with Facilities Caretaker to rectify hazards. (P)
- Inspect property for damages or maintenance requirements; schedule maintenance improvements plan ahead for any necessary replacements and repairs, scheduling necessary maintenance and management tasks during the times that are least likely to disrupt the business of any group using the facility. (P)
- Work in conjunction with Facilities Caretaker to prep all facilities for inspections including but not limited to health & sanitation (pool), well, and fire alarms. Work with Director of Operations in setting up appointments. (P)
- Conduct all inspections with various state and county representatives including but not limited to health & sanitation (pool), septic, well, and fire alarms. Maintain records of visits and new certificates. (P)

- Work in conjunction with Facilities Caretaker to organize and maintain the Facilities Storage sheds and office so it is always safe and efficient. (S)
- Work in conjunction with Facilities Caretaker to prepare site for seasonal activities including preparing buildings for all rental group needs including the school expansion yearly, transitioning from Appel Farm spring activities to camp, and transitioning from camp to school. (P)
- Work special weekend and evenings for Appel Farm activities as needed and assigned by Director of Operations or Executive Director. (P)