

**THE
SANTA FE
OPERA**



**The Santa Fe Opera
Job Description - Assistant Facilities Manager**

**Reports to: Facilities Manager
Department: Facilities**

Updated: 3/1/2021

Duties/Responsibilities

The Assistant Facilities Manager is supervised by the Facilities Manager. They will be responsible for keeping and updating calendars, files, and folders using the Opera's computer system, and keeping a neat and organized workspace in the Maintenance Office. The Assistant Facilities Manager will work closely with the Facilities Manager and the Maintenance Supervisors in creating and maintaining employee task schedules, checklists, project management task lists, and other paperwork related to the operation of the Maintenance Department. The Assistant Facilities Manager must be willing and able to assist, and occasionally take the lead, with multiple tasks that may vary from weeding the lawns to troubleshooting HVAC equipment. Other duties may include driving Opera vehicles, purchasing supplies and tools, managing petty cash accounts, working with crews on building repair and maintenance projects, landscaping/irrigation, gardening, snow removal, etc. The Facilities Manager may assign other duties in addition to these.

Employment Standards

Knowledge:

- Knowledge of personnel and project management systems. A sound knowledge of general building systems, construction techniques, landscaping, and irrigation are required. A good work ethic and a willingness to learn new skills is especially important.

Skills:

- Ability to read, speak and write in English
- Operate motor vehicles
- Computer skills
- Good math skills
- Organizational skills
- Forklift and tractor skills are preferred

Licenses:

- Must possess a valid driver's license

Hours/Restrictions:

- 40 hours per week, regular schedule being Monday-Friday 8:00 a.m. to 5:00 p.m. Some flexibility of hours may occur due to scheduled events during the course of the year. Weekend work and early arrival is occasionally necessary.

Physical Standards:

- Must be able to lift up to 50 pounds. Have no known allergies to cleaning products. Must be able to spend significant amount of time standing. This job requires extensive walking, stair climbing, and use of ladders.