



Harlem School of the Arts Facilities Manager

Harlem School of the Arts (HSA) seeks an experienced Facilities Manager to begin September 2021. This pivotal role is responsible for maintaining the school buildings and grounds. The Facilities Manager performs tasks related to HVAC, electrical, plumbing, maintenance, FDNY Certificate of Fitness – S95, safety, building code requirements, and delegates custodial needs.

This full-time position requires a team player attitude, excellent interpersonal and communication skills, attention to details, and project coordination. The Facilities Manager has a clear understanding of acceptable business practices in relationship to a school environment and serving the public.

Responsibilities:

- Performs all work related to the maintenance of school buildings including but not limited to HVAC, plumbing, electrical, custodial, and safety of the school.
- Maintains equipment on school grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs and performs repairs as needed.
- Develops and manages the facility work order for daily maintenance of all school buildings.
- Supervises and provides direction to cleaning staff.
- Keeps buildings safe by making sure they meet building code requirements.
- Reports any problems, solutions, and costs associated to the Chief Operating Officer (COO) and provides a weekly status update on any pending projects.
- Oversees and assists volunteers providing school maintenance services such as cleaning, painting, and landscaping of the courtyard.
- Supervises the work performed by contractors and vendors as they relate to facilities.
- Maintains a good relationship with all contactors and vendors ensuring efficient facility operations and service provided.
- Implements procedures for handling, storing, safekeeping, and destruction of hazardous materials.
- Works with COO to keep facility expenses within budgeted guidelines.
- May assist in key distribution as requested by COO.
- Maintains school-wide inventory list of building supplies such as those for cleaning and maintenance and reviews list at least annually with COO.
- Performs weekly inspection and walk through of school premises for any areas of concern.
- Provides general carpentry, painting, plumbing, electrical, and HVAC maintenance as needed.
- Provides snow removal as needed.
- Provides courtyard landscaping as needed.
- Serves as primary contact for facility-related emergencies after normal business hours, which may require evening and weekend work.

Qualifications:

- Must have good interpersonal skills
- Self-motivated and meets deadlines
- Ability to execute projects systematically using a reliable project management system of lists and/or logs
- Good craftsmanship and attention to detail
- Some proficiency in computer programs such as Microsoft Word and Gmail
- Good organizational and communication skills
- High School Diploma with training in maintenance of buildings
- Minimum of 4 years of experience in facilities and/or site management
- Ability to safely lift 50 lbs
- Bilingual (English and Spanish) preferred

To Apply

To be considered for an interview, please email your resume to employment@hsanyc.org and include the subject line: Facilities Manager. Only those candidates whose qualifications most closely meet the position requirements will be contacted. No phone calls, please.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties assigned.

Location

Harlem School of the Arts is located at 645 Saint Nicholas Avenue in Harlem. The school is easily accessible via the A, C, B, and D subway lines.

About Harlem School of the Arts

Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines (Art, Music, Dance, and Theater) in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.