

Facilities Director Duties

General duties:

Oversees all interior and exterior building maintenance activities related to the Frank Bette Center. Coordinates with other Directors to ensure that the building meets federal, state, and city regulatory codes for commercial buildings. Participates as an active member of the Board of Directors in strategic planning and governance of the center.

Specific Duties:

- Develops and maintains a preventative maintenance plan to guide repair and upkeep of the center. Works with other Directors to ensure funding for needed work (lighting, painting, electrical, plumbing, etc).
- Coordinates with Finance Director to ensure that all maintenance bills and facility taxes are paid on time.
- Develops procedures (fire, safety, signs) for the use of the building.
- Works with other Directors to design a safe, secure building access plan. Oversees installation and distribution of locks/keys to Directors.
- Oversees installation and maintenance of audiovisual systems as well as furniture and equipment needed for classes, gallery functions, and events.
- Works with other board members to develop an overall plan for the garden. Oversees garden maintenance and upkeep.
- Works closely with Gallery Director to develop volunteer cleaning schedules for the classrooms and garden.
- Actively seeks and manages room rental opportunities, contracts, and pricing in conjunction with the Program and Gallery Directors.