



Colorado Chautauqua Association

POSITION DESCRIPTION

November 2022

Assistant Manager, Facilities and Preservation

Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c)3 Colorado non-profit corporation dedicated to preserving, perpetuating, and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social, and recreational experiences. The Chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, music, oration, and the arts. Historic significance, traditions, cultural relevance, respite, and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Purpose/Description

The Facilities and Preservation Assistant Manager (FPAM) is a full-time, benefited, exempt position. This is a hands-on managerial role engaged with the oversight, planning and execution of all maintenance, repair, and alteration of historic buildings and grounds within the Colorado Chautauqua leasehold. The FPAM works closely with the hospitality and events teams in coordinating maintenance and repairs, vendor relationships, and event set-up as needed. Additionally, the role is responsible for a variety of administrative tasks related to facilities and grounds maintenance. The position reports to the Facilities and Preservation Manager (FPM).

Evening, weekend, and holiday work is required in meeting position responsibilities. For emergency and inclement weather reporting this position is considered essential.

Duties and Responsibilities

Administrative and Personnel Management

- Assists FPM in the hiring process and training of facilities staff.
- Supervises facilities staff; assists in scheduling and supervising maintenance repair work, projects, and snow removal.
- Maximizes use of property management software to ensure that work orders are prioritized and completed in a timely manner.
- Trains and assists team in use of property management software.
- Motivates staff through positive reinforcement and leading by example.
- Monitors job performance of team, providing timely feedback to FPM as needed.
- Ensures professional image of team is maintained, e.g., physical appearance, demeanor, language, and that a customer service approach is employed in all internal and external interactions.
- Works closely with FPM to ensure department is meeting monthly KPI targets.
- Assists FPM in the selection, and certification of eligibility of outside vendors and contractors.

Facilities and Preservation

- Provides both oversight and hands on execution of maintenance services, security operations, and the implementation of programs and processes, including site repairs/construction, preventative maintenance, and routine maintenance.
- Assists with the management of vendors and outside contractors to ensure all repairs are completed on time.
- Works with FPM in responding to emergency maintenance requests.
- Assists in overseeing ongoing preventive maintenance program that includes monthly inspections and daily cottage checks.
- Maintains records of maintenance, and scheduled service.
- Consistently provides appropriate and timely communication across rooms division and other departments to ensure seamless operations.
- Responsible for notifying the FPM of buildings conditions assessment and corresponding data used to drive routine maintenance and capital planning efforts.
- Assists FPM in purchasing and inventory of tools, equipment, appliances, materials and supplies as needed and within budgeted guidelines.
- Makes recommendations to improve processes.

Safety Management

- Monitors work areas and systems to ensure safe conditions and procedures are maintained for staff and guests at all times.
- Responsible for obtaining safety data sheet, when notified of any new chemical being used, for inclusion in the master file.

Other Duties

- Assist in overseeing snow removal for the property, including plowing, road treatment and addressing campus safety concerns for staff, guests, and visitors.
- Collaborates with FPM and other department heads regarding event and festival set-up and breakdown needs.

Reporting Relationships

Reports to the Facilities & Preservation Manager (FPM)

Supervises: Facilities & Preservation Team, and acts as Manager on Duty when FPM is not available.

Required Qualifications

Education

- HS diploma or equivalent
- Skilled trade certifications preferred

Experience

- 5 plus years' progressively responsible experience in facilities maintenance and management.
- 2 or more years' recent experience in the supervision of staff.

Skills and Personal Attributes

- Tech savvy, comfortable learning and maximizing applications of technology used by Facilities.

- Proficient at various skilled and semi-skilled tasks associated with accepted practices for building preservation and maintenance, including, but not limited to, carpentry, plumbing, electrical, HVAC, painting, general repair and maintenance of equipment, buildings and vehicles.
- Proficient in the operation of various types of equipment, including machinery and power tools
- Demonstrated knowledge/competency in using new technologies, particularly software and apps, to increase efficiency.
- Proficient in Microsoft Office Suite, specifically Word, Excel, and Outlook
- Goal-oriented, deadline driven.
- Demonstrates a keen eye for detail, organization, planning and execution.
- Excellent communicator, both written and oral.
- Resourceful. A problem solver with a can-do attitude.

Physical Requirements

Duties require lifting, pushing, pulling, and/or carrying of objects weighing up to 75 pounds. Must be able to climb stairs and ladders, as well as navigate the site, which has a 200-foot elevation change. Able to work outdoors year-round in all types of weather conditions. Other Requirements:

- Must possess and maintain a valid Colorado driver's license
- Must be "hands-on" and assist in completing maintenance work
- Available to work evenings, weekends and a flexible schedule as needed
- Maintain professional dress code required for the position

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver, as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.