**JOB DESCRIPTION: Maintenance Staff**

**Job Title: Maintenance Staff**

**Reports to: Director of Facilities**

**Department: Building Services**

**Salary Range: $23/hr**

**FLSA Classification: Full-Time, Non-Exempt**

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer, and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

**General Statement of Job Function:** Perform a variety of skilled or semi-skilled tasks related to building service work for the upkeep of a safe, clean, and healthy living and working environment for all Goodspeed properties.

**Principle Duties & Responsibilities:**

**BUILDING MAINTENANCE**

* Conduct routine inspections of premises and equipment, complete routine and reactive maintenance work orders through our computerized maintenance management software, and report all items that require maintenance/repair.
* Perform preventative maintenance as directed by Director of Facilities.
* Handle general maintenance for all buildings, including interior/exterior painting and cleaning; drywall and window repair; basic hardware repair (i.e., door and window locks, door knobs, etc.); glass and screen replacement/repairs; and rodent and pest control, as needed.
* Handle basic repairs and rebuilding as needed, including damaged furniture (chairs, desks, etc.) and structures (porches, walkways, etc.), as well as minor masonry work as needed.
* Assist Director of Facilities with overseeing contractors when directed.
* Perform tasks relating to the cleaning and/or washing of windows and door glass where appropriate, as well as cleaning of housing and building exteriors and equipment, including power washing and gutter cleaning.
* Provide key service to lock and unlock doors to buildings, rehearsal studios, theatres, etc.
* Collect all recyclable materials from all buildings, and remove to collection bins.
* Perform general maintenance and upkeep at both theaters, including seat, carpet, and lighting repairs.
* Seasonal grounds maintenance not covered by landscaping and snow removal contracts, including some leaf pick-up/removal, watering of plants/lawns, manual and snow-blower removal of all snow/ice, and salt/sanding of all walking and parking surfaces.

**SYSTEMS MAINTENANCE**

* Maintaining basic plumbing for all buildings, including basic repairs and replacements of faucets, pipes, valves, and fixtures as needed.
* Maintaining basic electrical systems for all buildings, including basic repairs and replacements of outlets, switches, breakers, and fixtures as needed, including replacement of light bulbs and conversion to LED as needed.
* Diagnose and perform emergency plumbing and electrical tasks as needed, including unclogging pipes, drains; responding to leaks and floods, both major and minor; and assisting during power outages.
* Perform minor maintenance for HVAC systems in all buildings (for both oil and gas burners), including lighting pilot lights, bleeding lines, and general diagnosis of thermostats and HVAC units. Also perform minor service and installation of A/C units seasonally.

**Other Duties & Responsibilities:**

* Collect money from all washers, dryers, and soda machines on a monthly basis.
* Perform emergency minor repairs/upkeep to company vehicle fleet, including replacing wiper blades/fluids, adding air/changing flat tires, and washing/cleaning of vehicles.
* Perform pick-ups and deliveries across campus properties as needed.
* Maintain water systems for housing and theatre buildings.
* Occasional night/weekend work required in emergencies.
* On call as part of a staff rotation.
* Other duties as assigned.

**Required Qualifications & Skills:**

* 3-to-5 years’ experience in contracting, building supervision, or maintenance work
* Valid driver’s license
* Ability to lift and move items up to 50 pounds
* Ability to climb ladders
* Ability to operate common hand tools, power cleaning equipment, and maintenance vehicles
* Ability to respond to emergency situations (i.e., snow removal) within short time frame at early hours;
* Sufficient strength and physical dexterity to perform duties and responsibilities of this position, including heavy work with occasional exposure to inclement weather conditions for prolonged periods of time
* Must be able to wear and use personal protective equipment as necessary
* Respect for Goodspeed’s mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
* Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing diplomacy and tact; seeking the positive in all situations.
* Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed when things are uncertain; confidently managing risk and uncertainty.
* A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity
* Proactive, positive attitude, strong work ethic, and a sense of humor
* Ability to work collaboratively in a team setting while also being self-directed
* Remain service-centered, supporting the many users of Goodspeed’s facilities (visiting artists, resident staff, patrons, among others)
* Appreciation for the performing arts in making our world a better place

**How to Apply**: Please send a cover letter, resume, and list of three references to jobs@goodspeed.org with the subject line “Maintenance Staff.”

**Employee Acknowledgement / Date**

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