

Facility Manager

The Colburn School is a non-profit independent institution located in downtown Los Angeles, consisting of two divisions: a non-degree-granting School of Performing Arts (1400 students and growing) and a degree-granting Conservatory of Music (maximum 110 students). The School of Performing Arts has existed for over 50 years; the Conservatory is in its third year.

The Colburn School is seeking a Facility Manager to join our team of talented professionals. The Facility Manager will report to the Director of Operations. The Facility Manager is responsible for performing assignments as part of a work team involved in the planning, organizing, and developing of Colburn School projects. Recommends prior facility/building operation experience.

Essential duties and responsibilities:

- Manage the day-to-day building operations including security, janitorial, maintenance (engineering), landscaping; including management of building equipment vendors (elevator, security systems, HVAC, telephone, lighting); preventive maintenance oversight;
- Supervises outside contractors for non-routine maintenance and repairs;
- Space allocation for faculty and staff, including coordination of moves and space allocation;
- Compliance with state and local regulations (including ADA and OSHA);
- Oversees construction of facility expansion and management of facility expansion project, including project accounting;
- Prepare project status reports;
- Other duties as assigned.

Qualifications:

- A Bachelor's degree and a minimum of 5 years experience in Facility Management..
- Must display strong leaderships skills, be quick, detail oriented and possess excellent verbal and written communication skills.
- Must be able to establish and maintain effective relationships with all employees and members of the School.
- Must be able to set priorities, successfully meet deadlines, and manage a cyclical workload.

We offer a competitive salary and benefits package. Please send your cover letter and resume to Laura Bethke, Director of Human Resources, The Colburn School, 200 S. Grand Ave, Los Angeles, CA 90012 or email to hr@colburnschool.edu. For more about the school visit our website at www.colburnschool.edu. EOE