DANCE THEATRE OF HARLEM JOB DESCRIPTION
Director of Building Operations
Full Time
Status: Exempt

Dance Theatre of Harlem (DTH), established in 1969, is an institution rooted in diversity that celebrates and utilizes classical ballet and other dance forms to inspire as well as to effect change. Through its school, touring company and arts education programs, young people in the New York metropolitan area, across the country and around the world are exposed to the power of art to create a brighter future.

ABOUT THE POSITION
The Director of Building Operations has primary responsibility for managing all DTH facilities. The position will report to the Executive Director, work in partnership with senior leadership, and lead a team of four individuals.

The DTH Facilities include:
The Everett Center for the Performing Arts
466 West 152nd Street
New York, NY 10031-1814

Dance Theatre of Harlem Corner Studio
847 St. Nicholas Avenue
New York, NY 10031-1162

Dance Theatre of Harlem Condo
469 West 152nd Street, Apt. 1D
New York, NY 10031-1828

Dance Theatre of Harlem basement Storage Space
479 West 152nd Street
New York, NY 10031-1847

RESPONSIBILITIES
• Manage and oversee day-to-day facility operations (HVAC, life safety systems, mechanical, electrical, plumbing, carpentry, painting, etc.).
• Assist in all building maintenance and repairs in compliance with applicable building, health, safety, fire, HVAC, and environmental codes and regulations.
• Assess the current condition of electrical, air conditioning, plumbing and other essential facilities.
• Initiate interventions to solve problems and ensure on-going quality improvement.
• Ensures that all facilities-related work and equipment complies with regulatory and government codes (City, State, Federal) and applicable environmental safety standards; ensures that all permits and licenses are kept up to date and resolve city violations and complaints.
• Implements preventive maintenance timetables and checklists and maintain accurate records of the condition of building equipment, supplies, and other systems.
• Supervises bid process, repairs and upgrades performed by both in house staff and outside contractors.
• Manage security systems, including the building key system for access control.
• Responds to building security alerts, ensuring proper response is undertaken and proper security system operation is maintained.
• Ensure the safety of all DTH facilities from fire, flood, and other hazards.
• Serve as co-chair of the DTH Safety Committee
• Participate in the development of policies and procedures that affect the use of supplies and facilities, monitor maintenance inventory tracking, oversee the ordering and storage of building supplies.
• Assist in ensuring the highest possible level of cleanliness, order, and safety at all DTH facilities.
• Ensure best safety practices for the department are established and maintained through regular training programs and consistent compliance with all OSHA and safety standards.
• Develops and maintains security and fire protection protocols, including evacuation plans, security operation manuals, accident and incident reports, fire and natural disaster plans, and related materials.
• Participate in emergency response planning, testing and implementation.
• Maintains relationship with local NYPD precincts.
• Maintains relationship and requisite paperwork with FDNY, Department of Buildings, and other compliance agencies.
• Prepares bid specifications as necessary for all such contracts and coordinates scheduling and logistics of all such work.
• Coordinates with other departments to ensure work is properly scheduled and performed with minimal impact to DTH operations and programs.
• Serves as “on call” staff representative for emergencies, and alarms (24 hours a day, 7 days a week).
• Work with building staff to oversee trash removal, pest control, and other outside vendors/contracted services.

QUALIFICATIONS
• The model candidate will possess the following qualifications:
• At least 2 years in multi-site facilities maintenance experience.
• Good understanding of facility systems such as HVAC, plumbing, electrical, mechanical, and code compliance.
• Proficiency with repair tools and techniques
• Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management.
• Critical thinking, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
• Reliable, responsible, and dependable in fulfilling obligations.
• A good command of verbal and written communication skills.
• Write basic reports, business correspondence, and procedure manuals.
PHYSICAL REQUIREMENT
The employee must have the ability to climb ladders and navigate and/or staircases. The employee must occasionally lift and/or move up to 60 pounds, and work at heights and in confined spaces.

EVENINGS AND WEEKEND
Occasionally, this position is required to be on-site on evenings and weekends.

TERMS AND CONDITIONS
• Full time, exempt.
• Compensation: annual salary range of $90,000 - $100,000 including full employee fringe benefits, after 3 months of service.
• Eligibility to work in the U.S.A.

APPLICATION INSTRUCTIONS
Please submit a resume, brief cover letter, list of certifications and/or licenses, and three professional references. Materials can be sent to humanresources@dancetheatreofharlem.org. Mark on subject line: Director of Building Operations

No calls please.