

Part-Time Facilities & Maintenance Technician

POSITION DESCRIPTION

The Facilities and Maintenance Technician is a member of the Company's operations and production team. They are responsible for the maintenance, cleanliness, security, and appearance of the building. The technician reports to the Director of Production and works closely with the Production Coordinator.

POSITION RESPONSIBILITIES

- The candidate will be responsible for diagnosing problems and making repairs in areas such as, but not limited to, electrical, plumbing, general carpentry, painting, cleaning, and maintenance related to buildings and grounds.
- Act as point of contact for outside vendors performing repairs and maintenance at the Bitz Opera Factory
- Maintain inventory of building maintenance supplies
- Maintain parking garage, landscaping, snow removal, public safety measures
- Perform weekly and monthly checks of all building systems, including HVAC, plumbing, lighting and safety systems
- Set up and move tables, chairs, mobile stage, and other equipment
- Perform larger repair and cleaning projects
- Help maintain storage area organization and cleanliness

QUALIFICATIONS

- Ability to perform routine building maintenance
- Knowledge of building systems (HVAC, electrical, plumbing) and preventive maintenance
- Experience in a customer service-oriented environment and flexibility to embrace change as it happens
- Excellent interpersonal, organization, problem-solving, and management skills
- Ability to lift 50 lb. and to climb, stoop, kneel, and crouch
- Knowledge of industry safety standards

Schedule and Pay Structure

The position's schedule will depend on Pittsburgh Opera's needs and employee availability. The employee should expect and be available to work 20-25 hours per week. This position is a Part-Time non-exempt, with an hourly rate of \$25 per hour.

To Apply

Please send a cover letter and resume to Steven Grair at [Facility Staff Search](#).

The Pittsburgh Opera is a tax-exempt 501(c)(3) organization and is an Equal Opportunity Employer.