

POSITION:	Facility & Fleet Manager
DEPARTMENT:	San Antonio Headquarters
REPORTS TO:	General Manager
STATUS:	Exempt
JOB CLASSIFICATION:	Manager
STARTING PAY:	\$63,000.00

GENERAL SUMMARY:

Directs and supervises physical plant maintenance for the of all Texas Scenic Company (TSC) facilities, including our main headquarters, satellite offices, and production facilities. Directs and supervises maintenance of TSC fleet vehicles, ensuring compliance with local regulations and codes. Directs and supervises the compliance of all local, stage, and federal codes for all TSC facilities.

ESSENTIAL FUNCTIONS:

1. Ensure that the electrical and mechanical systems for all TSC facilities have all the electrical and mechanical infrastructure required to perform their function in a safe and cost-effective manner, including all required documentation. When required, maintains upgrades and repairs.
2. Ensures that the plumbing and HVAC systems for all TSC facilities have all the plumbing and HVAC infrastructure required to perform their function in a safe and cost-effective manner, including all required documentation. When required oversees upgrades and repairs.
3. Manages all TSC fleet vehicles are properly maintained per manufacturer's recommendations. Suggest to management when a new vehicle needs to be added to the fleet.
4. Assures TSC fleet are properly registered within the state where they are primarily operated. This includes maintaining toll tags, insurance, and roadside assistance for each vehicle. Maintains TSC fleet safety protocol documentation.
5. Maintains TSC list of authorized drivers and updates TSC insurance carrier of changes. Suggests to management when employees should not be allowed to drive TSC vehicles.
6. Ensure that all TSC facilities comply with local and federal hazardous waste reporting and regulatory requirements, including environmental regulations.
7. Manages the vast network of services for all TSC facilities such as janitorial, first aid, fire & safety, alarm systems, and lawn maintenance. Seeks and evaluates companies who provide the above-mentioned services and determines the best choice for TSC.
8. Comprehension of Safety Data Sheets (SDS) documentation and ensure that each facility maintains documentation relevant to their specific location.
9. Follow Corporate Policy as described in the Employee Handbook.
10. Follows and enforces all safety rules as described in the Shop Safety Rules.
11. Performs additional duties as required by management.

See the next page for additional requirements for this position.

KNOWLEDGE, SKILLS & ABILITIES:

- Must be able to perform each essential duty satisfactorily.
- Good written and oral communication and presentation skills.
- Available to work 7:00am – 4:00pm, Monday – Friday. Overtime may be assigned as required/needed.

CULTURAL COMPETENCIES:

- Take initiative and ownership of the position
- Lead by example
- Complete all assignments effectively, on time, and with sufficient process quality
- Champion culture and objectives of the organization
- Demonstrates value and respect for all employees
- High energy and enthusiasm...motivator
- Performs effectively as a team player.

EDUCATION AND EXPERIENCE:

- Minimum of five years of experience in a related field.
- Proficiency in the Microsoft Office suite.

PHYSICAL REQUIREMENTS:

0-24% 25-49% 50-74% 75-100%

SEEING:

Must be able to read reports and shipping documents.

X

HEARING:

Must be able to hear well enough to communicate with co-workers and contractors.

X

STANDING/WALKING/MOBILITY:

Mobility between departments and to attend meetings.

X

CLIMBING/STOPPING/KNEELING:

Moving materials within department.

X

LIFTING/PULLING/PUSHING:

Moving materials between departments. Lift up to 75 pounds.

X

FINE MOTOR SKILLS:

Fine manipulation of small parts.

X

MENTAL REQUIREMENTS:

Must be able to read, interpret and understand both written and verbal instructions.

ABOUT US:

Texas Scenic Company is a full-service, employee-owned theatrical equipment company based in San Antonio, TX. Since 1936, we have designed, manufactured and installed stage, studio and theatrical equipment for the performance industry. We make and supply stage curtains, counterweight and motorized rigging, theatrical lighting fixtures, dimming and control equipment, and stock a complete line of expendables and stage hardware.

Competitive pay and generous benefits packages are just the beginning of all we have to offer. Apply today to help shape the future of the industry.