

Job Title: Lead Maintenance Technician
Job Type: Full-time (40 hours a week)
Compensation: \$20 an hour
Reports to: Director of Facilities Operations

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater that was renovated in 2008, produces four operas in repertory from January to March, in addition to one opera and a Youth Opera production in the fall. Additionally, throughout the opera season, Sarasota Opera offers special events and concerts. In 2016 Sarasota Opera purchased the Steinwachs Artist Residences for Sarasota Opera: a 30-unit apartment complex to house both our artists and others from the Sarasota arts community. a primary responsibility for this position will be to service the maintenance and cleaning needs of the Artist Residences.

Position Summary

The primary responsibility of the Maintenance Technician is maintenance and repair of the Sarasota Opera Complex including the Steinwachs Artist Residences. They will also be responsible for the cleanliness and overall appearances of the Artist Residences.

Responsibilities

- Perform maintenance projects such as carpentry, electrical, plumbing, and painting, landscaping.
- Change all filters and maintenance for HVAC at Steinwachs.
- Survey buildings and repair mechanical systems to ensure they are consistent with safety regulations.
- Undertake activities of pest control of the Sarasota Opera complex including the Steinwachs Artist Residences.
- Bi-annual maintenance prevention checklist of the Steinwachs Artist Residences.
- Inspect buildings, equipment, and systems to identify any issues.
- Develop and implement preventative maintenance procedures.
- Plan and schedule repairs
- Set up a room, rearrange furniture, and clean for events.
- Remove and properly dispose of all recyclable materials of the Sarasota Opera Complex.
- Change light bulbs, interior, and exterior, as needed (rewiring might be required).
- Oversee daily trash removal, restocking/cleaning restrooms, sweeping/mopping/vacuuming, cleaning/disinfecting the Sarasota Opera Complex including the Steinwachs Artist Residences.
- Assist in the execution of preventative maintenance programs.
- Complete scheduled (weekly, monthly) cleaning of common areas at Steinwachs Artist Residences
- Provide input on time and materials need for maintenance and repair projects.
- Monitor and fulfill work orders in an efficient and timely manner. Prioritize tasks as necessary.
- Maintain the inventory records for equipment and supplies.
- Improve performance, efficiency, and productivity by implementing effective methods and strategies.
- Suggest new processes when necessary and maintain a culture of quality.
- Prepare and submit purchase orders to the Director of Facilities Operations for approval.

Positions Requirements

- Must have basic technical knowledge of electrical, HVAC and plumbing systems and possess a basic knowledge of construction principles

- Minimum two-year maintenance or construction experience
- Ability to interact with individuals at all levels and work as part of a team
- A professional appearance and demeanor is required
- Reliable transportation

Schedule

The schedule varies and is based on the needs of Sarasota Opera. The position will require scheduling flexibility including nights and weekends.

Salary and Benefits

Competitive salary based on experience. Benefits package include health insurance and paid-time off. Vacation may not be taken during opera production seasons (Oct.-Nov, Jan.-March).

How to Apply

Please send a short email that includes your resume, references, and contact information to soajobs@sarasotaopera.org with “Maintenance” in the subject line.

A criminal background check, results of which are not necessarily a bar to employment, is required. We are a drug free workplace.

Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.