



501 N. Main Street, Los Angeles, CA 90012  
www.lapca.org  
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**JOB TITLE:** Facilities Manager  
**CLASSIFICATION:** Full-time; Exempt; Annual Salary \$65,000  
**REPORTS TO:** Director of Office Operations and Board Relations

## ABOUT LA PLAZA

LA Plaza de Cultura y Artes is an anchor cultural institution in Los Angeles County centering the Latino experience and providing a space to uplift, share, and preserve the stories of Mexicans, Mexican Americans, and Latinx people in Southern California. Established in 2011, LA Plaza is a non-profit organization and a Smithsonian affiliate museum. More information is available at [www.lapca.org](http://www.lapca.org).

## THE OPPORTUNITY

Reporting to the Director of Office Operations and Board Relations, the Facilities Manager oversees the maintenance of the LA Plaza campus including the interior and exterior facilities, museum buildings, Historic Paseo Walkway and LA Cocina.

## PRIMARY RESPONSIBILITIES

### Building Maintenance and Safety

- Manages maintenance, repairs, and servicing of building and facilities; performs repairs and emergency fixes as needed.
- Supervises the contracted janitorial staff.
- Works with the events team to set up and strike all events and satisfy facility requests.
- Works with all departments to satisfy additional maintenance requests i.e., public programs, exhibitions, special events, etc.
- Works closely with security staff to monitor safety and security systems and is responsible for maintenance of the fire and security camera equipment.
- Oversees and monitors vendors for the on-going maintenance and repair of electrical, plumbing, lighting, HVAC, landscaping, rodent control, janitorial, and elevator systems.
- Responsible for ordering all maintenance and janitorial supplies and equipment.
- Ensures that the facility is code compliant in all aspects including fire, building, general safety, and ADA.
- Co-maintenance with Security team of on-site and off-site video surveillance systems.
- Conducts periodic risk assessments and physical security inspections.
- Supports security team with the monitoring of access control systems.
- Works closely with IT and telephone vendors to ensure systems and equipment are running properly and assists with troubleshooting as needed.
- Other duties as assigned.

### Audio/Visual Responsibilities

- Performs regular testing of equipment and coordinates repairs or replacement.
- Manages video screens in exhibition areas and exterior grounds.
- Maintains all AV requirements (mixer, amps, speakers, mics, projection) for programs, events, meetings, and rentals by regularly testing before and after each use; reports on necessary repairs and/or replacement.
- Supervises outside AV vendors for rentals and special events.
- Setup and breakdown of all audio-visual needs for LA Plaza departments, rentals, and events.
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### Administrative

- Prepares and updates written maintenance, repairs, and budget reports and reviews with Deputy Director on a regular basis.
- Serves as first point of contact for all building/grounds matters after 24/7.
- Responsible for maintaining departmental budget and monitor all spending.
- Participates in Leadership Meetings and reports on state of facilities and grounds.
- Monitors repairs and warranties of all facility property and office equipment.
- Maintains all service contracts and coordinates service appointments to maximum benefits.

### **PREFERRED QUALIFICATIONS & SKILLS:**

- Minimum of five years of experience with demonstrative skills and knowledge in all building maintenance and grounds-keeping.
- Any single trade or combination of carpentry, plumbing, electrical, handyman education, certification or license highly desired or, five years of job-related experience.
- Excellent prioritization and organization skills and a proven ability to manage multiple projects under tight deadlines.
- Ability to cultivate and maintain relationships professionally via strong written and verbal communication skills.
- Ability to take the initiative and follow tasks through to completion while maintaining the integrity of the organization's confidential information.
- Demonstrated awareness of, sensitivity to, and competence in communication with and about culturally and socioeconomically diverse client populations.
- Internet competency and strong computer proficiency, including the Microsoft Office software suite and a familiarity with database software.
- Excellent interpersonal skills and ability to communicate professionally with a diverse group of people.

### **WORK ENVIRONMENT**

- Office environment in a museum setting.
- Significant computer work (repetitive movement – typing).
- Ability to work in various weather conditions for prolonged periods of time.
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs, lifting, pulling, and carrying up to 50 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

## **EMPLOYMENT STATUS**

- Full-Time, Exempt
- Hybrid schedule that includes office work at LA Plaza in downtown Los Angeles, with occasional evening and weekend activity.

## **COMPENSATION**

- Salary \$65,000.00 per year
- \$50.00 monthly cell phone/internet stipend

LA Plaza offers a competitive compensation package that includes:

- Individual health, dental, and vision care
- Non-match 401K
- Optional AFLAC coverage
- Free parking
- 90-day introductory period
- Direct Deposit of paycheck
- Paid holidays (13) plus two-weeks paid time off the last week of December and first week of January annually.

Employment background screening will be conducted and conditional upon any offer of employment.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **How to Apply**

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to [jobs@lapca.org](mailto:jobs@lapca.org), subject line Facilities Manager.