



Position Description/Announcement  
**Midland Center for the Arts**  
**Midland, MI**

**Position Title:** Environmental Services Supervisor  
**Supervisor:** Facilities Director  
**Classification:** Full Time Exempt  
**Last Updated:** Sep 13, 2021

**About Midland Center for the Arts**

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally- produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT**

Under the supervision of the Facilities Director, and with the scheduled help of Facilities Staff, the Environmental Services Supervisor is responsible for properly cleaning and maintaining the aesthetic functional qualities of all spaces in a timely manner. The Environmental Services Supervisor schedules, provides direction and daily guidance for 3 to 5 full and part time Facilities Staff who (1.) clean spaces, (2.) setup and restore spaces for events, (3.) repair and maintain spaces and equipment.

**DUTIES AND RESPONSIBILITIES**

The duties of this position include, but are not limited to:

**1) Scheduling and Staffing**

- Have some familiarity with "Artifax" (a cloud-based scheduling software) and other methods of scheduling to be aware of which spaces will need to be cleaned, and when.
- Work with the Maintenance & Setup Supervisor, and other staff, as needed, to maintain a schedule of Facilities Staff to meet the needs of cleaning, events, and repair & maintenance and monitoring of appropriate systems and spaces (Building Rounds).
- Assist in the hiring and training of all new Facilities Staff, both initially and ongoing as new training becomes necessary.
- Be familiar with and routinely use "Maintenance Connection" (a cloud-based building management software), both to retrieve and execute relevant work orders and use it to assign tasks to Facilities Staff and to verify and keep records of task completion.
- Provide ongoing feedback about performance of Facilities Staff to the Facilities Director, and as requested, particularly for Annual Job Performance Reviews.

**2) Cleaning and Sanitizing**

- Prioritize and carry out the appropriate cleaning and, when necessary, sanitization of all spaces including, but not limited to: restrooms, offices, lobbies, theatres, exhibit spaces, stairwells, hallways, studios, closets, storage rooms, patios, sidewalks, roofs, workshops, fan and utility rooms.
- Be skilled at knowing and applying correct and efficient methods of cleaning and maintaining all relevant surfaces, including but not limited to floors (like concrete, blacktop, ceramic and vinyl tile, metal, brick and carpet), walls (cinder block, concrete, brick, plaster, drywall and wood), ceilings (plaster, foam tile, concrete, metal, drywall) and roofs (shingle, metal, plastic) and glass & acrylic.
- Be vigilant and proactive in monitoring and mitigating any pests (such as mice/rats, bugs or bats) and cultivate relationships with outside vendors who provide pest control.
- Monitor the weather and upcoming building events to take appropriate action (including assigning Facilities Staff) to pre-treat necessary surfaces for snow and ice accumulation and removal after the fact, including use of motorized equipment (snow plow/blower/brush) and brine, deicer, salt, sand, gravel, etc. and shovels.
- Remain aware of other extreme weather events (such as heavy rains) to help the Setup & Repair Supervisor and Senior Maintenance Engineer to clear drains (such as roofs, sidewalks, basements, etc.) and deal with other compromised systems, particularly on an emergency basis (like leaks).
- Work directly with the Maintenance & Setup Supervisor and Senior Maintenance Engineer to create priorities, specific tasks and schedules for cleaning, while delegating and directing Facilities Staff, preferably through “Maintenance Connection”, but also with written and verbal instructions, as needed.
- Balance the immediate need to clean frequently used surfaces and spaces with long-term, possibly seasonal cleaning of out-of-the-way spaces and seldom-seen nooks and crannies to consistently maintain an orderly state in all spaces.
- Work directly with the Maintenance & Setup Supervisor to research, purchase, store, inventory, maintain and monitor the use of proper cleaning and sanitization tools and supplies to efficiently meet the highest standards of cleanliness. Including, but not limited to such items as paper towels, toilet paper, soap, cleaner/cleanser, polish, rug & upholstery shampoo, Personal Protective Equipment for Facilities Staff (and any other relevant) staff, mops, brooms, rags, vacuums, floor scrubbers etc.
- Actively use “Maintenance Connection” and support other staff to use it, in order to inventory, track and monitor the use of supplies, tools and the spaces and methods in which they are used.

### **3) Other Facilities Support**

- Proactively maintain and improve the environment for guests, volunteers and staff as relevant to the space in question. For example:
  - Make sure that restrooms are clean and stocked with soap, paper towels, etc.
  - Make sure that lobbies are comfortably and ascetically appropriate, while also meeting needs of any given event, to include concerns about traffic flow, retail, and display of visual elements (like art).
  - Anticipate heating, cooling and ventilation needs, challenges and changes to maximize efficiencies but also keep spaces comfortable for activities in them.
  - Work with the relevant departments to keep work and storage spaces clean, organized and able to be used by those who need to.
- Work with the overall Facilities team to meet requirements of setups and repair & maintenance.
- Be familiar with and use, as needed:
  - The security camera systems and “Verkada” (the online, remote access system)
  - The HVAC online control system (“Metasys”)
  - Other remote sensing equipment (like “Monnit”)
  - Relevant event diagrams (usually in “Social Tables”)
  - The Fire and Intrusion Alarm System and its online remote access system, “resideo/total connect 2.0”

- Advise and assist with Special Projects as needed.

#### **4) General**

- If required, maintain a company credit card and other procedures and documents (such as invoices, receipts, quotes and estimates) as required by the Center's Finance Department to manage expenses and identify cost reduction opportunities.
- Study, follow and advise others on the Michigan Occupational Safety & Health Administration (MiOSHA), Michigan Right to Know Law and all other relevant guidelines and laws.
- Assure a positive visitor, patron and user group experience by demonstrating polite and responsible behavior towards all guests.
- Uphold the Center's customer service standards and interact with staff, volunteers, customers, and facility users in a courteous and helpful manner to accomplish assigned duties.
- Prioritize time and resources for short-term requirements and long-term challenges due to budget constrictions or changes in requirements.

#### **PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

##### **Qualifications:**

- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference
- No formal qualifications but anything related to building management, janitorial/custodial, safety (like OSHA training), cleaning and sanitization will be considered.

##### **Education and Experience Requirements:**

- No formal education requirements or minimum experience is required to apply for the position, but relevant schooling and past experience will be considered.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

- This position requires the ability to work a variable schedule, evenings, weekends, and holidays to meet operational needs.
- Must be able to lift and carry 50 lbs.
- Must be able to stand for extended periods of time.
- Must be able to move easily up and down stairs.

#### **APPLICATION INFORMATION**

Email Cover Letter and Resumé to: [HR@midlandcenter.org](mailto:HR@midlandcenter.org)

Tina Siegmund – HR, Payroll & Benefits Manager

Deadline: Open until Filled