

Job Description: Facilities Manager

Job Title: Facilities Manager

Department: Building Maintenance

Employment Status: Full-time, benefited

Employee Reports to: Town Manager

Schedule: 40 hours per week. The schedule for this position is flexible and may require weekend and holiday coverage.



General Purpose: The Town of Alta Facilities Manager is responsible for the maintenance, operation, and safety of all Town buildings and grounds. This includes but is not limited to managing projects, external vendors, routine services, coordinating part time staff as necessary, and ensuring compliance with regulations.

Responsibilities:

Operations: Manage the day-to-day operations of facilities and grounds, including snow removal and management. Monitor building cleanliness and security.

Maintenance and Repair: Develop and implement preventative maintenance plans. Perform and/or coordinate routine and emergency repairs on building systems such as HVAC, plumbing, generators, etc.

Safety and Compliance: Ensure all facilities and operations comply with local, state, and federal environmental, health, and safety regulations including proper handling and storage of hazardous materials.

Project Management: Oversee maintenance, renovation, and construction projects on the Town's facilities. Coordinate with project managers and ensure that facility improvements meet efficiency, safety, and regulatory standards. Participate in planning for long-term facility improvements.

Vendor and Staff Management: Manage contracts with external vendors for services such as cleaning and specialized repairs. Supervise, train, and schedule seasonal snow removal staff.

Key Duties:

- Conduct regular buildings and grounds inspections and cleanings
- Ensure the security of all Town buildings and facilities and their contents
- Coordinate with other departments on facility-related needs
- Manage the acquisition, storage, and maintenance of department supplies and equipment
- Manage snow removal activities on and around all Town buildings and facilities
- Be the certified wastewater collection system (sewer) operator for Town of Alta sewer system (within one year of hire date)
- Assist water system operators as needed
- Routine internal garbage and recycling collection for Town facilities
- Provide administrative support to Town of Alta administration and Alta Marshals Office as need and per availability

Physical Requirements:

- Ability to stay standing or active during an entire shift
- Ability to lift and carry objects of at least 50 pounds
- Ability to lift, bend, stoop, crouch, push, and other strenuous activities such as walking in deep snow
- Ability to tolerate extreme mountain weather including winter storms

Qualifications:

- Associates degree or certification relating to building maintenance and operations is preferred
- 3 – 5 years of experience in a facility maintenance position
- Ability to demonstrate increased levels of responsibility in facility maintenance
- Possession of or willingness and ability to obtain a valid Wastewater Operator Certificate in the State of Utah within one year of hire date

Other Requirements:

- Must be at least 18 years of age and eligible to work legally in the United States of America
- Valid driver's license
- Ability to verbally communicate effectively in the English language
- Basic computer skills and familiarity with Microsoft Office applications are preferred
- Transportation capable of travelling Little Cottonwood Canyon when 4x4 or chain restrictions are in effect
- Because the position involves access to secure government facilities, applicants must submit to and pass a Utah Bureau of Criminal Identification criminal history investigation (to be completed after job offer).

Compensation:

- **Pay Rate:** \$24.07 – 33.70 per hour
- **Benefits:** Health, dental, and vision insurance, enrollment in state Retirement System (URS), vacation and sick leave benefits. Holiday pay and Alta season pass.
- **Probationary Period:** Employment during the probationary period (first 6 months) is at-will, meaning that either the employee or the Town may terminate the employment relationship at any time, with or without cause, and with or without notice. This at-will status applies specifically during the probationary period and does not alter any other terms of employment that may apply after the successful completion of the probationary period.

To Apply

Email a brief letter of introduction, resume, and contact information for three professional references to ccawley@townofalta.utah.gov. Applications are due by December 4, 2025 at noon.