



## Montalvo Employment Opportunity

### Facilities Specialist - full-time

Montalvo Arts Center is seeking a Facilities Staff Member to join our outstanding team. The Facilities team has an important role in ensuring that Villa Montalvo's historical buildings and expansive grounds are well kept for the visitors' enjoyment.

This full-time position is a combination of repair work, grounds keeping, janitorial, and event setup and tear down. Our employment package includes competitive wages, paid time off, health insurance, and 401(k) employer match.

#### **Responsibilities include, but are not limited to:**

- Complete daily assignments for grounds and facilities as dictated by the weekly work schedule.
- Set-up and tear-down event equipment as instructed by the work orders.
- Provide janitorial support for the villa and grounds.
- Maintain a professional demeanor.

#### **The ideal candidate will have the following qualifications:**

- Good knowledge of maintenance repair and grounds keeping.
- Ability to communicate effectively with Montalvo staff and the public.
- Ability to stand, walk, and bend for long periods of time.
- Ability to lift and carry 50+ pounds.

#### **Work Environment and Requirements:**

Most job functions are performed outdoors. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move 50+ pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. A valid driver's license, clean DMV record, and background check is required.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

To apply, complete a Montalvo employment application ([www.montalvoarts.org/employment](http://www.montalvoarts.org/employment)) and your resume highlighting your experience that relates to the position to: Human Resources via email at [hr@montalvoarts.org](mailto:hr@montalvoarts.org). All attachments in pdf format only.

Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview. No phone calls about the position, please.

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.