

Facilities Supervisor

Charles River Speedway / Event Space at Garage B

Opened in 2021, The Charles River Speedway (CRS), operated by the Architectural Heritage Foundation, is a vibrant, dynamic marketplace that is home to Notch Brewery, Tap Room, & Biergarten and a unique collection of independently operated retail, food, and drink concepts. Located on Western Avenue in Brighton, MA, CRS also includes a 250 person private events facility known as 'Event Space at Garage B' in the lower courtyard, and a separate, upper courtyard with a stage for additional community engagement.

We are seeking an experienced, responsible, independent and capable person to be our Facilities Supervisor (FS).

About this role:

FS will be responsible for overall site scheduled and on-call maintenance, and third party service coordination, and must be hospitable, friendly and professional as the public face for facilities management. It will be a critical responsibility of the FS that the site is clean, safe, well-maintained and welcoming at all times. Because the site is small with varying building types, it will also be critical that FS have experience directly performing a wide range of maintenance tasks. FS will coordinate service, maintain communication, call for service and ensure satisfactory, timely and on budget completion of required tasks. FS will also help with set up and take down for functions at Garage B and sitewide.

Prerequisites/qualifications are:

- High School Diploma or equivalent
- Driver's License (preferred)
- Hotel, Restaurant, Event Industry Experience: 1 year (preferred)
- Maintenance: 2-3 years (preferred)

Requirements are:

- Required work includes repeatedly moving heavy things, and exerting considerable force to move objects
- Must have familiarity using dollies, moving tables and chairs, small power tools, shovels, rakes and any device used to transport, repair and store equipment
- Ability to stand for long periods of time without accommodation
- Ability to accept written and oral directions
- Must be comfortable receiving a text message or other electronic method describing required tasks
- Must be comfortable keeping a record of maintenance requests and a completion record
- Ability to work alone and with a team

What we offer:

- FS will paid hourly
- Salary to be hourly and based on past experience
- Work schedule will be seasonally variable and tied to site event requirements, including availability on weekends and on-call availability. Living nearby will be a considered advantage.
- FS reports directly to Speedway General Manager.

Organization Overview:

AHF is a non-profit mission based developer and property manager focused on historic real estate. An AHF subsidiary, AHF Historic Property Manager, LLC is the property manager of The Speedway, which includes the event space at Garage B. AHF has extensive experience in all aspects of operating commercially tenanted historic buildings, including leasing, lease administration, and property maintenance.

Submit resume, letter of interest and any questions to jobs@ahfboston.com.

All Employees of AHF and its related entities are 'At Will' employees and are expected to adhere to the highest business and ethical standards. AHF and its related entities do not discriminate in employment opportunities on the basis of race, color, ancestry, religion, gender, national origin, age, pregnancy, citizenship status, physical or mental ability, military status, sexual orientation or any other status protected by law.

www.ahfboston.com

www.charlesriverspeedway.com

www.garagebevents.com