



Job Description

Title: Civic Center & Facilities Manager	Department: Civic Center
Reports To:	Exempt Salary DOE
Safety Sensitive: Yes	Full Time 40 HRS per week
Last Edited Date: 02/02/2026	Approved Date:

Purpose

Under limited supervision, to oversee the day-to-day operations of the Civic Center, and grounds; to provide a high level of customer service to patrons and tenants; to market, rent, schedule, and provide services to the Civic Center; and to provide for the Civic Center cleaning and maintenance, and repair of Civic Center related equipment.

Essential Functions

Essential functions may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities may be required to perform additional, position-specific tasks.

- Develops, evaluates and implements Civic Center and community room utilization goals and objectives; markets and advertises facility capabilities; develops policies and procedures, service systems and standards for operations; provides Civic Center rentals in compliance with relevant laws, regulations, and professional standards. Develops and monitors budget, prepares reports, proposals and agreements relating to Civic Center and community room operations.
- Provides supervision of service and custodial staff including setting schedules, prepares and administers budgeted funds, reviews work for quality and completeness, and assesses employee performance; provides related administrative approvals such as leave requests and time sheets, and provides professional guidance.
- Maintains patron and tenant services such as responding to rental inquiries, prepares rental agreements, identifies and coordinates security, insurance, and licensing requirements, orders supplies and materials, schedules occupancy, set-up and clean-up; provides for maintenance and repairs of facilities, operating systems and grounds.
- Performs other duties as assigned by Management.

Requirements

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Knowledge and Skills:

- Knowledge of federal, state, and local codes and regulations relating to facility utilization, workplace safety and property management.
- Knowledge of City of Moriarty policies and procedures.



- Knowledge of service manuals, technical specifications, and other documentation for equipment, facilities and operating systems.
- Knowledge of the fundamental principles of supervision, facility, landscaping, and maintenance costs and budgets.
- Skill in advertising and customer services relating to facility rental, patron and tenant services.
- Skill in reading, interpreting, understanding and applying applicable federal and state rules and regulations, and City of Moriarty Policies and Procedures.
- Skill in working with a variety of tools and equipment; service manuals, engineering specifications and drawings.
- Skill in establishing and maintaining cooperative working relationships with the public, department staff, other city departments and contractors.
- Skill in communicating effectively orally and in organizing and supervising maintenance staff in the efficient and timely performance of quality work.
- Order Supplies and Liquor for events.
- Special Equipment includes computerized and conventional office equipment, hand and power tools, landscaping equipment, and motorized vehicles.

Education, Experience, Work Experience, Certifications and Licenses:

Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.

- A High School Diploma and three (3) years of experience demonstrated increasing responsibilities in the field of facility management and/or maintenance, or related field.
- Must obtain an NM Alcohol Servers Permit

Environmental Factors, Work Conditions and Physical Requirements:

- Work is performed in primarily in internal environments with occasional exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 60 pounds.
- Work requires ability to speak, hear, touch, and see.
- Must be Available nights /weekends/on call

I attest that I can do the essential functions and meet the requirements of this job description.

Print Name

Signature

City of Moriarty

Date