

Job Description

Title: Facilities & Maintenance Manager

Division: Operations

Position Reports to: Director/CEO and Chief People & Culture Officer

Date Revised: January 2024

The Facilities & Maintenance position at Plains Art Museum is responsible for the operation and maintenance of the museum building and physical plant. This position ensures the safety and comfort of the building, and all visitors and staff through the operation and monitoring of all building systems conducting and overseeing repairs and maintenance, working with outside vendors, performing and overseeing regular inspections, and ensuring the cleanliness of the building and grounds through supervising two FT maintenance staff. This position also plays an integral role in working with the Director/CEO and Chief People & Culture Officer to oversee aspects of facility improvement and expansion, including those related to the Museum's campaign *Connecting Communities, Spaces, and Experiences*.

II. Job Duties/Responsibilities

- Manages and oversees maintenance staff in performance of janitorial, event set up, and landscaping duties. Supervises the daily activities of personnel, schedules and assigns work, checks for completion and quality of work, and assists maintenance staff as required.
 - Performs regular maintenance and inspections on air handlers, humidifiers, boilers, chillers, pumps, motors, VFDs, VAVs, RTUs, DX units, lighting, fire suppression, plumbing fixtures, automated building controls, and other building systems. Troubleshoots mechanical issues, performs repairs, and/or contacts appropriate vendors.
 - Coordinates the work of outside vendors on capital projects or repairs. Obtains bids on labor, materials and schedules and communicates with supervisor project schedules and progress.
 - Maintains inventory of parts and supplies. Sources and orders replacement parts, tools, and other equipment.
 - Develops plans for improving and updating building systems and maintenance practices.
 - Works with supervisor on departmental budget.
 - Ensures a safe workplace. Assists in the Operations Department effort to maintain a safe workplace by maintaining compliance and correcting routine issues throughout the facility.
 - Responds to building emergencies.
 - Work occasional nights and weekends to support events as required, work every third weekend to cover janitorial shift.
 - Other duties as assigned by management.
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Job Qualifications/Requirements:

- Experience managing staff preferred
- Three years of experience working with building systems as described above
- Mechanical aptitude and the ability to maintain, diagnose, and repair building systems
- Familiarity with automated building controls
- Familiarity with HVAC, plumbing, and electrical systems
- Organizational abilities and ability to perform administrative duties
- Must be able to respond to building-related concerns from a customer service approach
- Must be able to respond to after hours emergencies as required
- Ability to build and maintain strong working relationships with internal staff and external vendors

Abilities: Must possess strong organizational skills and follow-through. Must be able to work independently efficiently with a variety of personnel and the general public. Must possess good verbal communication skills. Must be able to work independently as well as part of a team and with other museum departments. Must be able to perform multiple tasks concurrently. Must be able to stand, crouch, and climb while moving amongst equipment as well as work at heights. Must have fine motor skills to perform repairs. Must be able to lift 50 lbs regularly and occasionally more with assistance.

Employee Print Name _____

Employee Signature _____ Date _____