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Job: **Facilities Manager**

Job ID: 2017-FM

Type: Full-Time

Overview:

MOAS is a not-for-profit educational institution founded in 1955 and chartered by the State of Florida in 1962. The Museum is accredited by the American Association of Museums and is an affiliate of the Smithsonian Institution. MOAS renews over 5,000 memberships annually representing over 17,000 individuals.

Summary:

Responsible for the daily direction, supervision and success of all facilities operations, including facilities staff and vendors.

- The Facilities Manager position requires a “hands-on” person to perform and manage daily facilities maintenance projects, including, but not limited to: painting, plumbing, repairs and adjustments, as well as administrative duties for the department: scheduling, training, reports, email, research, etc. This person will also oversee building systems contracts and maintenance including, but not limited to, HVAC, plumbing & electrical, landscaping, pest management, irrigation and janitorial. This person will successfully lead and work with the facilities team to maintain a problem-free environment for guests and staff. This person will also be responsible for ensuring that the museum is in compliance with the local, state and federal applicable codes, regulations, compliance and standards pertaining to operations, including commercial kitchens, elevators, fire safety systems, security systems and more.

Description—Duties and Responsibilities:

- Prepare and manage annual maintenance budget.
- Manages the buildings, grounds and systems to ensure well-running, problem-free buildings for employees, guests and visitors. Systems include: HVAC, plumbing, electrical, life safety systems, security systems, emergency generator, roofs, exterior & interior lighting, lock systems, swipe card systems, parking lot areas, painting, pest management, trees/landscaping, etc.
- Maintains positive working relationships with vendors and contractors, in addition to staff, constituents and other departments.
- Daily inspections of buildings and grounds.
- Sources price quotes for labor, materials, replacement parts, etc. for all facilities maintenance and repair projects.
- Manages inventory and purchase of electrical and lighting supplies, office printer and copier supplies, kitchen appliances and equipment, tools and equipment necessary to run and maintain the facilities.
- Hands-on tasks include maintenance and repair of doors/door hardware, rudimentary electrical repair (lamps, sockets), office furniture, keyboard tray installations/de-installations, basic carpentry, replacing air filters and more.
- Manage maintenance contracts, regulatory and government inspections, compliance standards, landscaping, HVAC systems, water treatment, phone and internet systems, boilers, water pumps, sewage pumps, grease traps, life safety systems, elevators, copiers/printers, document shredding, janitorial and more.
- Responsible for issuing, storage of, inventory of and processing of keys and swipe cards. Management and improvement of eMerge system and digital documentation.
- Other duties as assigned.

Additional Duties:

- Must be able to walk, stand and climb stairs without reasonable accommodations. While performing the duties of this position, the employee is required to use hands, feel, talk and hear. The employee is required to stand, walk, stoop, kneel, bend, squat, crouch, crawl, push, pull, climb (ladders), taste and smell. The employee must regularly lift and or move up to 20 pounds, frequently lift or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. will be required.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
- Must be able to professionally and effectively communicate with museum directors, staff associates, vendors and guests.
- Must have experience in and show successful management of a team of 3+ persons. Must be able to professionally and successfully manage Facilities department and related staff.

- Must be able to write clear, concise and detailed reports, proposals, inventory logs, maintenance logs, along with other internal communications.
- Manage all maintenance, preventative maintenance, improvements, trouble-shooting of issues, etc. of multiple buildings, galleries, wings, entrances, exits and all other facilities areas as assigned – both interior and exterior.
- Deter and report unauthorized personnel or vehicular entry into the museum.
- Report to Director of Operations & Visitor Experience and manage documentation of any incident related to visitors, staff, art work and/or assets.
- Identify safety hazards, suspicious behavior and potential problems and report to Director of Operations & Visitor Experience and Chief of Security.
- Assist with emergency evacuations and situations ICW Chief of Security.
- Provide visitor pass services and control for “back of house” vendors.
- Ability and capability to monitor and use technical equipment, including, but not limited to, computer software, email, alarm system entry and exit procedures, wireless locking systems, wireless lighting control systems, HVAC systems and controls, Trane Tracer system, Reliable Controls, eMerge system, camera monitoring system and video surveillance applications.
- Maintain visitor and staff confidence and protect operations by keeping information confidential when necessary.

Knowledge, Skills & Abilities

- Experience using tools and performing general repairs and maintenance.
- Must be available to be on-call after hours to respond to emergency situations.
- Must work a flexible schedule, which may include early mornings, evenings and/or weekends.
- Excellent interpersonal skills to relate and communicate to all levels of the MOAS community.
- Proven ability to thrive in a fast-paced environment. Must be able to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Must have an operational vehicle and valid FL driver’s license.
- Must be a flexible team player, work well with others, positively receive direction and positively provide direction.
- Must be organized and be able to successfully provide electronic, digital and /or online documentation of all duties, processes, projects, assignments, etc. and hold Facilities department staff accountable for positively completing all assigned tasks.

Education & Expertise:

- Must be a high school graduate. Bachelor’s Degree in related field with education and/or experience in business administration preferred.
- Ten (10) years’ progressive work experience in a high-traffic environment with a variety of organizations and in various operational capacities.
- Comprehensive, documented knowledge of methods and techniques of the trades (HVAC, electrical, plumbing, etc.) is essential.
- Experience in vendor management/performance and negotiation of contracts, including analyzing of RFP’s and vendor bids to determine best course of action.
- 3 years in a facilities operations role with budgetary responsibilities.
- Hands-on experience performing minor repairs and maintenance such as paint, door hardware, light carpentry work, HVAC, plumbing and more.
- Ability to track expenses and work successfully within a budget. Experience with development of budget preferred.
- Ability to successfully manage and assess all direct reports on a consistent basis as directed.
- Must have proficiency in MS Outlook, Word, Excel, PowerPoint, camera and video surveillance systems, security systems operations, fire alarm system operations, ability and capability to successfully perform functions with various technical computer software programs.
- Ability to interpret blueprints, schematics, drawings and specifications.

The above description reflects a general overview of responsibilities. This is not intended to be a complete description of requirements that may be inherent in the position. Please contact Director of Operations & Visitor Experience at sara@moas.org for more details and to apply. The Museum of Arts & Sciences is an Equal Opportunity Employer and Drug-Free Workplace. Employment will be subject to a pre-employment background check and drug test.