



Position Title: Facilities Manager

Department: Finance and Operations

Reports to: Director, Finance and Operations

FLSA Classification: Exempt

Job Summary:

The Facilities Manager position requires a “hands-on” person to perform daily facility maintenance projects including but not limited to: painting; plumbing, door hardware repairs and adjustments. This person will oversee building systems contracts and maintenance including HVAC, plumbing and electrical, landscaping, security, and janitorial. This person will work with the facilities team to maintain a problem-free work environment. This person will also be responsible for ensuring that the museum is in compliance with the local, state and federal applicable codes, regulations, and standards pertaining to operations.

Supervisory Responsibilities:

- Supervises and assists with the recruitment, selection, evaluation, and retention of qualified janitorial, maintenance, and security staff.
- Organizes and oversees the schedules and work of the department.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of department staff as needed and in accordance with company policy.

Duties/Responsibilities:

- Maintains physical space, ensuring a safe, clean, and functional environment.
- Regularly communicates with management regarding the building status and any problems or potential problems.
- Prepares and manages annual maintenance budget.
- Manages the buildings, grounds, and building systems to ensure a well running, problem-free building for employees, guests and visitors. Building systems include Building Management System, HVAC, Plumbing, Electrical, Life Safety Systems, Security/Alarm Systems, Roofs, Roof Gutters, Exterior Lighting, Parking Lot areas, exterior painting, pest management, trees / landscaping, windows, etc.
- Maintains good working relationships with vendors and contractors.
- Ensures safety standards are followed throughout facility.
- Conducts daily inspections of buildings and grounds.
- Sources price quotes for labor, materials, and replacement parts for all facilities maintenance and repair projects.

- Manages inventory and purchase of electrical and lighting supplies, spare parts, and tools and equipment necessary to run and maintain the facilities.
- Performs hands-on tasks, including maintenance and repair of doors/door hardware, rudimentary electrical repair, office furniture repairs/modifications, basic carpentry, etc.
- Manages warranty and maintenance contracts for HVAC systems, Boilers, Water Pumps, Life Safety Systems, Elevators, Janitorial, Landscaping, Alarm Systems, and Security.
- Performs other related duties as assigned

Required Skills/Abilities:

- Experience using tools and performing general repairs and maintenance
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Proficient with Microsoft Office Suite and related software
- Ability to perform well in a fast-paced environment
- Available to be on-call after hours to respond to emergency situations.
- Valid CA drivers' license.

Education and Experience:

- Minimum three years progressively responsible experience in related field, i.e., building and facilities management/or facilities management, residential or commercial construction, general contracting (additional education may be substituted for some experience).
- Must be high school graduate; some college preferred
- Comprehensive, documented knowledge of methods and techniques of the trade (facilities, maintenance, safety, etc.)
- Comprehensive 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 RFPs and vendor bids to determine best course of action.
- Hands on experience performing minor repairs and maintenance such as paint, door hardware, light carpentry work, HVAC, and plumbing.
- Ability to track expenses and work with a budget. Experience with development of budget preferred.
- Microsoft Office skills including Outlook, Word, Excel, and Outlook.
- Ability to interpret blueprints, schematics, drawings, and specifications.

Physical Requirements:

- May require standing and walking 75% of the time, lifting up to a maximum of 50 pounds, and other physical actions that include stooping, kneeling, bending, standing, squatting/crouching, crawling, reaching above the shoulders, pulling and pushing, climbing ladders
- Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc will be required.
- Work may require occasional weekends and/or evenings.
- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This is an at-will, salaried, full-time exempt position. Salary is commensurate with experience.

APPLICATION PROCEDURES:

Please submit a cover letter, CV or resume addressing your qualifications as they align with the job description and names with contact information of three professional references by email to FinanceDirector@visitmosac.org. No phone calls please.