

CROCKER art museum

POSITION DESCRIPTION

TITLE:	Facilities Manager
DEPARTMENT:	Operations
SUPERVISOR:	Director of Visitor and Building Services
EMPLOYMENT STATUS:	Full-time/Exempt
ANNUAL SALARY:	\$52,000 - \$62,000

PRIMARY OBJECTIVE:

The Facilities Manager oversees the general maintenance of building systems and equipment in collaboration with the City of Sacramento and manages the Custodial team. They will demonstrate a robust understanding of maintenance machinery and equipment, possess excellent organizational and communications skills, and strong leadership abilities.

RESPONSIBILITIES AND DUTIES:

Specific duties include, but are not limited to, the following:

- Accomplish department objectives by managing staff, planning, and evaluating department activities.
- Provide ongoing training for custodial staff.
- Conduct daily inspections of the Museum's physical plant and grounds to ensure appearance and safety standards are maintained and that building systems are functioning properly.
- Ensure that preventive maintenance is scheduled and performed.
- Coordinate repairs and routine maintenance with the appropriate City of Sacramento Departments.
- Respond to all building systems failures and supervise all activities required to restore proper function.
- Ensure service contracts are enforced, service levels are achieved, and contractors are adequately supervised when on site.
- Manage the budget and inventory of cleaning and other supplies.
- Complete minor maintenance and repairs as required; including, but not limited to lamp replacement, housekeeping of common areas, and routine plumbing and electrical repair.

- Maintain the library of building maintenance and operations manuals, and reference document.
- Maintain familiarity with all building operations systems and equipment including HVAC, MEP, life safety and security, kitchen, lighting, and elevator.
- Respond to after hour calls and/or emergencies.
- Perform other duties or services, as assigned, to achieve the mission of the Museum.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand and walk; sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms. The employee must have dexterity required to access remote spaces (roof, crawl spaces, etc.) as well as ability to lift and move items of various weights and sizes. Must occasionally lift and/or move up to 70 lbs.

SPECIALIZED KNOWLEDGE, SKILLS AND QUALIFICATIONS:

- Five + years (or an equivalent combination of education and experience) of hands-on and administrative experience in public building management with broad responsibility and supervisory experience.
- Five + years of supervisory experience
- Knowledge of building systems and equipment
- Knowledge of capital project management, general fiscal practices, and personnel management.
- Proven leadership qualities: self-motivation with ability to innovate and initiate; proven interpersonal skills; demonstrable written and communication skills; and strong organizational skills.
- Ability to respond quickly to urgent maintenance and utility failures.
- Valid driver’s license.
- Ability to work flexible and variable hours including some weekends and evenings.

MANAGERIAL RESPONSIBILITIES:

Supervise directly: Custodial personnel

Supervise indirectly: Museum facilities and systems contractors
Building maintenance personnel

FISCAL RESPONSIBILITIES:

Develop and monitor custodial and building operations budgets.

EQUAL OPPORTUNITY EMPLOYER:

Crocker Art Museum is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

TO APPLY: Please send cover letter and resume to: camajobs@crockerart.org

Position is open until filled.