TITLE: Manager of Facilities  
REPORTS TO: Executive Director

CLASSIFICATION: Exempt  
HOURS: Full-time, 40 hours per week

LAST UPDATE: October 2022

POSITION MISSION
This full-time position plays a key role in the management and daily operation of the Museum’s buildings and grounds. The Facilities Manager reports directly to the Director and works closely with the Buildings and Grounds Committee and the staff to implement annual plans for the facilities and respond to the needs of the Museum. The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

RESPONSIBILITIES
- **Facilities**
  - Oversee buildings and grounds maintenance and improvements.
  - Draft RFPs for outside work.
  - Cultivate and maintain relationships with outside vendors.
  - Work with other staff and volunteers on the set up, execution, and take down of special events.
  - Working with the Executive Director, help coordinate capital improvement projects involving architects and contractors.
  - Serve as staff liaison to the Building and Grounds Committee by scheduling quarterly meetings, preparing the agenda and meeting materials, and writing the minutes for dissemination.

- **Security**
  - As head of building security, this position is responsible for maintaining all electronic and physical security systems as well as updating security and disaster preparedness procedures.
  - Evaluate issues of security and public safety and take steps to assure that collections are protected and safe access to public areas is maintained.
  - Train new staff in security procedures and oversee any contract security personnel.
  - Control access, clearance levels, and distribution of keys and card readers to all staff.
  - Be available to respond to after-hours alarms.
  - Be prepared to implement security and disaster preparedness procedures.

- **Collections**
  - Work closely with the Curator and Registrar on the effective public
presentation of the collections including helping them with the design and installation of exhibitions. This sometimes involves heavy lifting and the use of the GENIE lift to light the galleries.

- Participate in Exhibition Team planning meetings.
- Be willing to learn and implement museum standards in the care of the collections. This includes handling fine art and objects, assisting with their safe storage and movement, and monitoring temperature and humidity controls. Experience with fine art and/or special collections highly preferred.

**Technology**

- Working with outside specialists and vendors, the Facilities Manager is responsible for overseeing the Museum’s computer systems and networks as they relate to HVAC Controls, Physical and Electronic Security Controls, and the Voice-Over IP Phone System.
- Coordinate with the Business Office on the maintenance of the LAN, POS, Internet, and other IT systems outsourced to a vendor.

**Financial Management**

- Understands the Museum’s financial processes.
- Prepares, justifies, and administers the department budget and maintenance schedule.
- Oversees procurement and contracting to achieve desired results.
- Monitors expenditures and uses cost-benefit thinking to set priorities.

**Human Capital Management**

- Builds and manages the facilities department workforce based on organizational goals, budget considerations, and staffing needs.
- Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems.
- Oversees staff, volunteers, and outside contractors such as the Groundskeeper, the Museum’s cleaning service, Garden Gang, and all maintenance vendors.

**Safety**

- Conducts surveys, audits, and inspections to ensure a safe environment and compliance with safety rules and standards.
- Conducts job safety analyses, identifies problems, and recommends corrective action.
- Recommends procedures to ensure that employees are held accountable for their safety responsibilities.

- Required to attend events/meetings outside regular business hours throughout the year.

**NECESSARY SKILLS**

- Must have a working knowledge of electrical, plumbing, HVAC, security systems, general carpentry, and hardware and software that the Museum employs. Enthusiastic to learn new technology.
- The ability to build cases and vitrines is helpful, as well as crating and packing of paintings and objects under the direction of the Registrar.
- Shows a commitment to serve the public. Ensures that actions meet public needs and is committed to continuous improvement.
- Conduct oneself with the highest standards of decorum, objectivity, and professional integrity in every circumstance that relates to the operations of the
Museum or may influence the endeavors or reputation of the Museum. In no way shall personal gain of any kind influence the decisions of the Museum. Recognize that personal activities may reflect upon the reputation of the Museum. Shall not misrepresent the mission, objectives, policies, or programs of the Museum.

- Be an excellent communicator, in both written and oral form. This includes being able to take a large amount of information and summarizing it quickly both in writing and orally on a regular basis. Ability to track communication across multiple channels without losing any details.
- Assesses and recognizes own strengths and weaknesses; pursues self-development.
- Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Able to resolve conflicts and disagreements in a constructive manner.
- Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Accepts responsibility for mistakes. Complies with established control systems and rules.
- Builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

This position requires an undergraduate degree, or equivalent combination of education and experience, with hands-on knowledge pertaining to the operation of facilities, including both modern and historic buildings. Sensitivity to the care and presentation of Museum’s collections is essential as is the ability to interact effectively with other staff and volunteers in a collegial, team environment.