



Job Description

Job Title: Facilities Manager	Updated: March 2019
Department: Facilities	FLSA Status: Exempt <input checked="" type="checkbox"/>
Reports to: Deputy Director Operations	Full Time Position

Job Summary:

The Facilities Manager oversees the maintenance, repairs, and upkeep of the Taubman Museum of Art physical plant, including repair and maintenance of all HVAC, electrical, audio visual, lighting, plumbing systems, automated controls, fire safety and security systems, grounds, and housekeeping. Facilities Manager is responsible for the oversight of all custodial and logistic needs of the Museum to ensure a high quality of guest hospitality.

Job Duties and Responsibilities:

Facility Maintenance/Oversite:

- Manage the repair and maintenance of all mechanical, electrical, climate control, lighting, plumbing, security and automated controls systems of the physical plant.
- Acts as on-call manager for all facility maintenance emergency calls. Responds to after-hours calls as needed.
- Coordinates and oversees the approved contracted repair and maintenance services to ensure the proper operation of all building systems.
- Provide appropriate lighting replacement, repair, and maintenance on all floors to include working from heavy lifts, ladders, and scaffolds.
- Using manufacturers' recommendations and job knowledge; establish and carry out a preventative maintenance program for the physical plant, HVAC, electronic and plumbing equipment and systems.
- Maintain a preventative maintenance log of weekly, quarterly, and annual maintenance.
- Initiate, coordinate and oversee all building inspections for the physical plant and building systems.
- Assists with the administration of specific HVAC and humidity levels in compliance with AAM standards, including timely reporting to the Deputy Director of Operations and curatorial staff of system problems or needed repairs.

- Works with Special Events Coordinator and the Education Department to plan logistical needs to ensure facilities set up requirements are met for all event and program needs.
- Oversee the facility audio visual system, including inventory of all electronics owned by the museum, training of new staff, maintenance of audio visual system, and security of system equipment
- Acts as liaison with city, county and state, as it relates to fire, security, and building code compliance
- Maintain and oversee the facility request system to prioritize facility repair, maintenance, and emergency needs
- Work with Deputy Director of Operations to initiate and train staff and volunteers on first aid response, emergency planning, fire drill, Code Adam and Active Shooter response programs and drills
- Initiate and supervise annual emergency equipment testing

Facility Custodial:

- Supervise the Facility Coordinators and vendors to ensure service and cleanliness of all restrooms, kitchens, and breakrooms in the facility
- Supervise and assist all grounds maintenance as needed
- Supervise and asst, when needed, with the cleaning of all building floors, stairs, elevators, windows, fixtures, kitchens and doorways by sweeping, mopping, scrubbing or vacuuming on a regular schedule
- Ensure all trash is removed from facility each day and follow appropriate procedure for various types of waste according to established guidelines
- Follow all procedures for usage of power equipment to prevent damage to the building, staff or employee
- Follow all state and federal requirements/regulations including OSHA regulations for chemical usage, equipment usage, waste and maintenance work
- Train all staff in the proper OSHA regulations
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events as directed by the Deputy Director of Operations
- Maintain an inventory of facilities supplies, equipment and materials
- Perform heavy lifting as needed to move equipment, furniture, supplies, crates, or museum items as needed
- Assist daily with grounds maintenance, walkway maintenance, and museum beautification as needed to include the maintenance of landscape, decks, and patios
- Regular on-site attendance is required
- Performs other tasks as may be assigned

Knowledge, Skills and Abilities:

Proactive leader - works well without close supervision

Knowledge of automated HVAC systems

Understanding of general commercial construction processes and components, including plumbing, electric, generators and boilers

Understand the AAM requirements for art collection storage and conservation

Understand and adhere to all OSHA rules, regulations, and requirements
Ability to complete general commercial building repair, cleaning, and maintenance
Possess First Aid and CPR certification

Training, Education and Experience:

Associate Degree or technical/mechanical post-secondary education preferred
Licensure and/or certification in facility-related fields preferred
A minimum of three (3) years' work experience as a commercial facilities manager or similar position.
Knowledge of Lutron, Metasys, and IT automated systems highly preferred
Employee must have basic competency in using computers, hand tools, lifts, ladders and two-way radios

Special Requirements:

Able to work evenings and weekends; must be in on-call status 24/7 for emergency calls
Must live within 15 miles of 110 Salem Ave SE, Roanoke, VA 24011 (museum building)
Must have a valid driver's license, clean driving record and reliable transportation
Knowledge of OSHA regulations required

Physical Demands and Work Environment:

The employee is required to sit, talk, see and hear. The employee is frequently required to walk distances; use hands and fingers to handle or operate computers, objects, tools, or controls; and reach with hands and arms. Requires regular climbing, bending, twisting, and working from ladders. Must be able to operate both small and large machinery.

The employee must lift, and/or move up to 75 pounds regularly and occasionally move or lift up to 100 pounds. Regularly climb ladders, twist, bend, crawl, stand for long periods of time, operate machinery and drive CGCC vehicles. Specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

Position may require frequent bending, twisting, stooping and walking, work is both indoors and outdoors with exposure to various weather conditions and extreme weather for periods of time, also exposure to dust and harsh chemicals that if not handled properly may present a health hazard.

Equal Opportunity Employer: The Taubman Museum of Art is proud that we extend equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, age, national origin, veteran, military or disability status, which if needing accommodation, may be reasonably accommodated as required by law, and any other status protected by state or federal law. This applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, termination, recall, use of all facilities, and participation in all Museum-sponsored activities.