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## **Facilities Manager**

**Department:** Facilities and Operations

**Location:** San Francisco

**Reports to:** Director of Facilities and Operations

**Status:** Full Time

**FLSA Code:** 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 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.

### **Duties and Responsibilities**

- Prepare and manage annual maintenance budget
- Manages the Buildings, Grounds, and Systems to ensure a well running, problem free building for employees, guests and visitors. Systems include BMS (Building Management System), Wattstopper, HVAC, Plumbing, Electrical, Life Safety Systems, Security Systems (CCURE), Emergency Generator, Roofs, Roof Gutters, Exterior Lighting, Parking Lot areas, exterior painting, pest management, trees / landscaping, windows, etc.
- Maintains good working relationships with vendors and contractors.
- Daily inspections of Buildings and Grounds
- Sources price quotes for Labor, Materials, Replacement Parts, for all Facilities Maintenance and Repair Projects
- Manages inventory and purchase of electrical and lighting supplies, office printers and copier supplies, kitchen equipment and appliances, and 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, pumping water out of communications vaults, basic carpentry (repairing wooden signs), replacing water filters
- Manage maintenance contracts for landscaping, HVAC systems, Water Treatment (HVAC System), Boilers, Water Pumps, Sewage Pumps, Life Safety Systems, Elevators, Copiers / Printers, Document Shredding, Janitorial.
- Responsible for issuing and storing keys
- Other duties as assigned.

### **Knowledge, Skills, and 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 including weekends.
- Excellent interpersonal skills to relate and communicate to all levels of the WDFM 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 car and Valid CA drivers' license.
- Must be a team player.

### **Education and Experience**

- Must be High school graduate; minimum 5 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).
- 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.
- Experience with vendor management and contracts
- 2 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, and plumbing.
- Ability to track expenses and work with a budget. Experience with development of budget preferred.
- Microsoft Office skills including Outlook, Word, Excel, Access, and Outlook.
- Ability to interpret blueprints, schematics, drawings, and specifications.

### **Physical Demands & Work Environment**

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. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. 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.

To apply: Please send your resume, cover letter and contact information for three (3) references to: [Careers@wdfmuseum.org](mailto:Careers@wdfmuseum.org) Electronic applications preferred. Or mail to: attn: FacMgr, HR, The Walt Disney Family Museum, 104 Montgomery Street in The Presidio, San Francisco, CA 94129. No phone calls please. Open until filled

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