



FACILITIES MANAGER JOB DESCRIPTION

Department: Facilities & Operations
Reports to: Director of Facilities & Operations
Date: September 2014
Job Code: TBD

Location: San Francisco
Status: Full Time
Hours: TBD
FLSA Code: Exempt

JOB FUNCTION:

The Facilities Manager will oversee building systems contracts and maintenance including HVAC, plumbing, electrical, landscaping, and janitorial. 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 facilities operations. The Facilities Manager will oversee the security contractor and work closely with museum departments to maintain/improve the quality of safety and security at the museum.

DUTIES & RESPONSIBILITIES

- Prepare and manage annual facilities maintenance budget.
- Manage the buildings, grounds, and systems to ensure a well running, problem free building for employees, guests, and visitors. Systems include BMS (Building Management System), Watt stopper, HVAC, plumbing, electrical, life safety systems, security systems (CCURE), emergency generator, painting, landscaping, and general maintenance.
- Performs daily inspections of Buildings and Grounds.
- Sources price quotes for labor, materials, replacement parts, for facilities maintenance and repair projects.
- Manage 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.
- 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.
- Coordinate safety and security training including fire drills.
- Review, update and implement departmental policies and procedures manual.
- Oversee management of CCURE, CCTV, and other security systems and equipment.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to track expenses and work within a budget.
- Experience in vendor management/performance and negotiation of contracts.
- Excellent customer service skills.
- Must be available to be on-call after hours to respond to emergency situations.

- Must have car and Valid CA drivers' license.
- Must be a team player.

SUPERVISION AND STAFF COORDINATION:

This role may manage employee(s) and/or volunteers and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE:

- Must be High school graduate; 5 years progressively responsible experience in facilities operations.
- 10 years' experience in Security Industry Preferred.
- Must have knowledge of security software applications including CCure and CCTV.
- Microsoft Office skills including Outlook, Word, and Excel

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. Work requires weekend and/or evening work and being on call 24/7.

The Walt Disney Family Museum

The Walt Disney Family Museum presents the life and achievements of the man who raised animation to an art, transformed the film industry, tirelessly pursued innovation, and created a global yet distinctly American legacy. The Walt Disney Family Museum tells the story of the man behind the myth in Disney's own voice and in exhibits that reveal his expansive vision, from early drawings of some of his most popular characters, to plans for Disneyland and Epcot. The Walt Disney Family Museum, L.L.C. is owned and operated by the Walt Disney Family Foundation, a non-profit foundation.