



## **FACILITIES MANAGER JOB DESCRIPTION**

**Department:** Facilities & Operations

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

**Date:** April 2017

**Hours:** Possible nights and weekends

**Location:** San Francisco

**Status:** Full Time

**FLSA Code:** Exempt

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### **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 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, key inventory and tools and equipment necessary to run and maintain the facilities.
- Manage all maintenance contracts including HVAC systems, boilers, pumps, sewage pumps, life safety systems, and elevators.
- 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 manages facilities coordinators 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.
- Knowledge of security software applications including CCure and CCTV a plus.
- 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.