



## DIRECTOR OF FACILITIES

### POSITION DESCRIPTION

**Department:** Facilities and Operations

**Reports to:** Executive Director

**Supervises:** Facilities

**Hours:** Regular business hours, include rotating on-call weekends and/or evenings

**Location:** San Francisco

**Status:** Full-Time

**FLSA Code:** Exempt

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### **POSITION PURPOSE:**

Director of Facilities Operations is responsible for the overall image, maintenance, security, and safety operations for The Walt Disney Family Museum, which consists of three separate buildings. This position administers capital improvement projects for the museum to promote public safety and enhance the buildings' appeal and function.

Communicates well with all staff, contractors, and other third parties to ensure the Museum is well maintained and safe.

### **ESSENTIAL RESPONSIBILITIES:**

- Exercises discretion and independent judgment working with staff to ensure efficient, safe, cost effective maintenance of museum buildings. Makes recommendations for repair or other alternatives. Controls budget and prepares requests for proposals to ensure that best price and practices are maintained. Negotiates pricing and prepares contracts with vendors for maintenance and project-specific works.
- Minimizes impact on both permanent collection and special exhibition installations by proactive organization with Director of Collections and Exhibitions, curators, conservators, registrars, and design and production staff to ensure the safety of the collections, staff, and Museum visitors.
- Ensures a well-maintained building image for both buildings. Coordinates overall building signage, repairs, painting, window washing, landscaping, and regular maintenance of building and grounds.
- Oversees and directs the Security Department to ensure that proper staffing, procedures, and training are in place and ensures that policies and procedures are complete and consistent with best practices for art museums. Oversees security systems and technology (e.g., perimeter alarms, locks, video surveillance, and fire alarm systems). Plans and implements alarm and other security installations required by lenders for special exhibitions. Manages maintenance contract of museum security systems and oversees work as required.

- Oversees and directs the custodial services to ensure that all museum facilities are well maintained. Conducts regular meetings and inspections of entire premise.
- Oversees and directs Facilities Manager, Coordinators, and contractors to ensure that preventive maintenance continues on a regular basis. Authorizes all contracts, maintenance agreements, and purchases orders, including oversights of budget.
- Responsible for site enforcement of facility regulations; enforces all building, fire, security codes and rules. Ensures compliance with codes, museum regulations, and OSHA standards. Coordinates and facilitates the development of the Emergency Plan. Serves as the Emergency Coordinator for any site during an emergency.
- Holds weekly meeting for facilities staff to ensure events and programs are well managed. Develops guidelines for use of Museum's master calendar. Provides guidance to staff on logistical issues for events and programs.
- Oversees theater facility. Works closely with the Manager of Audio Visual Services to ensure effective maintenance of equipment and that all systems are in good working condition.
- Prepares long-range capital plan and manages all capital improvement projects for the Museum.
- Maintains positive relations with the Museum food and beverage concessionaire, outside caterers, and other event vendors to ensure that a consistent Museum image is adhered to. Enforces all building, fire and security codes and rules, policies and procedures.
- Liaison to Presidio Trust Departments such as Police, Fire, Recreation and Parks, Utilities, Building Inspection, and Department of Historic Oversight. Maintains and develops relationships with key Presidio Trust Department heads in order to advocate and represent the Museums in all matters related to Recreation and Park, building permits and zoning, facility policies, and other Presidio Trust Departments. Develops and maintains positive relations with community groups and advocacy groups. Represents the Museums at public meetings.
- Performs other duties as assigned and serves on various committees as assigned.

### **Education and Training:**

- BA or minimum of 10 years of experience in building and facilities management/or facilities. management, residential or commercial construction, or general contracting and supervision.

### **Skills and Abilities:**

- Extensive experience and ability to deal tactfully with large numbers of people.
- Ability to handle multiple priorities simultaneously.
- Ability to communicate effectively, and speak and write clearly.
- Ability to foster teamwork and work cooperatively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- 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.
- Ability to track expenses and work with a budget; experience with development of budget preferred.
- Strong Microsoft Office skills including Outlook, Word, Excel, Access, and Outlook.
- Ability to interpret blueprints, schematics, drawings, and specifications.
- Ability to set priorities and develop a work schedule, monitor progress towards goals, create and implement action plans, and evaluate the process and results.
- Must demonstrate ability to be discreet in managing confidential information in working with board of directors and museum staff.
- Strong communication skills in both written and oral form.
- Excellent organizational skills.
- Must be a detail-oriented multi-tasker.
- Must be available to be on-call after hours to respond to emergency situations.
- Must work a flexible schedule, including weekends and afterhours.
- Excellent interpersonal skills to relate and communicate to all levels of the Museum community.
- Must be able to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Must have a car and Valid California drivers' license.
- Must be a team player.

## **WORKING CONDITIONS:**

### **Physical Demands**

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.

### **Special Environmental Factors:**

May require working in confined spaces and or exposure to elements.

To apply: Please send your resume, cover letter and to [Careers@wdfmuseum.org](mailto:Careers@wdfmuseum.org). Please title email "Director of Facilities" Electronic applications preferred. No phone calls please. Open until filled.