



Position Title: Maintenance & Facilities Lead

Department: Facilities Management

Job Status: Full-Time Part-time

FLSA Status: Exempt Non-Exempt

Reports to: Executive Director

EEOC Job Classification: First/Mid-level Managers

Supervises: PT Maintenance Tech

Work Schedule: 7:00am – 4:00pm (Primarily M-F) (Possible Nights/Weekends)

Date / Revision: 06/13/2024

POSITION SUMMARY

Responsible for managerial oversight of the maintenance and overall care of the museum facilities, exhibits, grounds, and for the operation of all Children’s Museum building systems.

ADA: REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be provided in order to enable qualified individuals with disabilities to be able to perform the essential functions.

ESSENTIAL JOB FUNCTIONS FOR THE POSITION

- Execute action plans to maintain high standards for safety, cleanliness, quality and functionality in a way that keeps building maintenance, staffing and processes seemingly transparent to visitors.
- Implement quality care and preventive maintenance schedules for exhibit and building systems and lead staff or contractors with input from Executive Director in performing effective and efficient services.
- Ensure work areas are safe, clean, inventoried, and maintained in a professional manner.
- Conduct regular inspections of the exhibits, facility and grounds; create, document, and implement plans to address areas needing improvement.
- Collaborate with the Executive Director in the review of all operations, maintenance, and new construction to ensure compliance with all applicable laws, regulations, codes, and guidelines.
- Collaborate closely across internal teams in the design, production, installation of new exhibits (permanent and temporary) and major repairs of the existing exhibits.
- Serve as cMoe’s liaison to home institutions for traveling exhibits including contract requirements and oversight of essential paperwork (i.e. insurance, condition reports, maintenance logs, etc.)
- Support event logistics including set-up, tear-down and resetting children’s museum spaces.
- Manage and execute the Disaster Plan including training staff and community partners; Participate as a member of the Children’s Museum’s Safety & Emergency Team (SET) in preparing, managing, evaluating emergency situations.
- Train and manage designated staff and volunteers; ensure the staff is aware of and capable of meeting all applicable laws, regulations, codes, and guidelines.
- Review all uses of outsourced services and perform a cost/benefit analysis to determine the advisability of doing the work in-house with Executive Director. Conversely, identify potential staff work that could be outsourced and perform a cost/benefit analysis to determine feasibility.
- Administer maintenance and facilities contracts and manage the use of outside contractors.
- Support the development of, and manage and adhere to the Facilities & Exhibit Department budget.
- Participate in the leadership of the Children’s Museum at the manager level and serve as a member of the Board of Director’s committee(s) as assigned.
- Be available for emergency on-call response.
- Perform other related duties as assigned by the Executive Director.

POSITION QUALIFICATIONS

Competency Requirements (Check all that apply)

- ✓ **Accuracy** Ability to perform work accurately and thoroughly.
- ✓ **Communication** Ability to communicate effectively with others using the oral / written word.
- ✓ **Child-Oriented** Ability to take care of the children’s needs while following company procedures.
- ✓ **Time Management** Ability to utilize the available time to organize and complete work within given deadlines.
- ✓ **Work Under Pressure** Ability to complete assigned tasks under stressful situations.
- ✓ **Analytical Skills** Ability to use critical thinking and reasoning to solve a problem.
- ✓ **Reliability** Ability to be dependable and demonstrate excellent attendance and punctuality.
- ✓ **Applied Learning** Ability to apply learned skills and experience to novel situations and circumstances.
- ✓ **Problem Solving** Ability to find a solution for or to deal proactively with work-related problems.
- ✓ **Customer Service** Ability to handle a wide range of people to maintain high customer service
- ✓ **Computer Skills** Demonstrated use of Microsoft Office Suite and Computer Software.
- ✓ **Organizational Skills** Ability to organize and prioritize tasks and follow a systematic method to do tasks.
- ✓ **Accountability** Ability to accept feedback, take responsibility and be accountable for own actions.

Experience Requirements

- Education** Associate’s or Technical Degree in related field; or comparable experience in maintenance and facilities leadership
- Certifications/Licenses** Valid Driver’s License
- Experience** Demonstrated experience managing building operations. Experience developing emergency procedures and evaluation plans. Experience with negotiation, problem analysis and problem resolution.
- Additional Requirements** Must successfully pass a background check and drug screen; willingness to work flexible hours including evenings, weekends and holidays.

Physical Demands (Insert code for each)

- N (Not Applicable)** Activity is not applicable to this position
- O (Occasionally)** Position requires this activity up to 33% of the time (0-2.5 hours/day)
- F (Frequently)** Position requires this activity from 33% – 66% of the time (2.5– 5.5+ hours/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hours/day)

| Physical Demands | | Lift / Carry and Push / Pull | |
|----------------------------------|---|------------------------------------|---|
| Stand | C | Lift/Carry 10 lbs or Less | C |
| Walk | C | Lift/Carry 11 – 20 lbs | C |
| Sit | O | Lift/Carry 21 – 50 lbs | C |
| Manually Manipulate / Grasp | C | Lift/Carry 51 – 100 lbs | F |
| Reach Above Shoulder | C | Lift/Carry Over 100 lbs | O |
| Climb Stairs | C | Push / Pull 12 lbs or less | C |
| Crouch / Crawl | C | Push / Pull 13-25 lbs | C |
| Squat or Kneel | C | Push / Pull 26 – 40 lbs | F |
| Bend | C | Push / Pull 41 – 100 lbs | O |
| Other Physical Requirements | | Work Environment | |
| Visual Acuity (see fine details) | C | Exposure to loud noises | C |
| Ability to Hear | C | Exposure to general public | C |
| Ability to Read / Write | C | Exposure to slick walking surfaces | C |
| Ability to Speak | C | Exposure to office equipment | F |
| Ability to Discriminate Color | C | Exposure to chemicals | O |
| Ability to use hand tools | C | Exposure to power tools/equipment | F |

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.