

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

|                        |                           |                           |                                     |
|------------------------|---------------------------|---------------------------|-------------------------------------|
| <b>JOB TITLE:</b>      | <b>Facilities Manager</b> | <b>DIRECT SUPPORTS:</b>   | Chief of Facilities                 |
| <b>DEPARTMENT:</b>     | Facilities                | <b>DIRECTLY SUPPORTS:</b> | Central Services & Facilities Techs |
| <b>CLASSIFICATION:</b> | Salary Exempt             | <b>SALARY RANGE:</b>      | \$60,000+ DOE                       |

## JOB SUMMARY

The Facilities Manager is responsible for overseeing the maintenance, safety, and security of the museum's facilities and grounds. This role involves leading a team of maintenance staff, contractors, and vendors to ensure the museum's facilities are well-maintained and meet operational needs. The workdays for this position are Sunday through Thursday.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

|            |   |
|------------|---|
| <b>45%</b> | <b>Facilities Project Management</b> <ul style="list-style-type: none"><li>Assists Chief of Facilities in project management of strategic and capital projects, including internal project briefs, developing and maintaining project timelines, assisting in RFP process and budget development and tracking.</li><li>May assist with purchasing supplies for the Facilities Department.</li><li>Serve as the point of contact for contractors, vendors, and suppliers to ensure timely and cost-effective facility maintenance and repair services.</li></ul>   |
| <b>40%</b> | <b>Museum Facility Maintenance</b> <ul style="list-style-type: none"><li>Supervises and manages all aspects of facility maintenance, including HVAC systems, plumbing, electrical, and mechanical systems.</li><li>Assists Facilities Team and Museum staff with hands on daily facility and safety tasks requested through eSpace, email, and radio calls.</li><li>Plans, schedules, manages, and actively participates in preventive maintenance for the Museum.</li><li>Oversees the procurement of supplies, equipment, and materials to ensure that department is equipped to complete tasks.</li><li>Manages small facilities projects throughout the Museum.</li><li>Set standards and procedures to contribute to the efficiency of the department.</li></ul> |
| <b>10%</b> | <b>Support Central Service Techs</b> <ul style="list-style-type: none"><li>Lead Central Services techs, including scheduling, training, payroll oversight and performance management.</li><li>Ensures compliance with all applicable building codes, environmental regulations, and safety standards.</li></ul>   |
| <b>5%</b>  | <b>Additional Duties</b> <ul style="list-style-type: none"><li>Contributes to and supports the Museum's DEAI initiatives.</li><li>Contributes to and supports the Museum's AZA Accreditation.</li><li>Assists with museum events, such as Free Days, fundraising gala, etc.</li><li>Performs other duties as assigned.</li></ul>  |

## QUALIFICATIONS

### EDUCATION/ CERTIFICATIONS

- Bachelor's degree or 3 years experience in Facilities Management, Engineering, or related field required.

|                      |   |
|----------------------|---|
|                      | <ul style="list-style-type: none"> <li>Professional certifications such Building Operator Certification (BOC), Certified Facility Manager (CFM) or Facility Management Professional (FMP) is a plus.</li> </ul>   |
| EXPERIENCE           | <ul style="list-style-type: none"> <li>Demonstrated experience managing facility operations, maintenance, and capital improvement projects.</li> <li>Experience overseeing safety and security protocols, including emergency preparedness and response.</li> <li>Previous experience in facilities management, preferably in a museum or cultural institution setting.</li> <li>Experience working within a budget.</li> <li>Familiarity with regulatory compliance requirements related to building codes, ADA accessibility, and environmental health and safety regulations.</li> </ul> |
| SKILLS/<br>ABILITIES | <ul style="list-style-type: none"> <li>Strong technical knowledge of building systems and infrastructure, including electrical, plumbing, and especially HVAC systems.</li> <li>Excellent communication and interpersonal skills.</li> <li>Excellent problem-solving and decision-making abilities.</li> <li>Attention to detail and a commitment to maintaining high standards of cleanliness, safety, and aesthetic appeal in museum facilities.</li> <li>Proficiency in computerized maintenance management systems (CMMS) or facility management software.</li> </ul>                   |
| PHYSICAL<br>ELEMENTS | <ul style="list-style-type: none"> <li>This position involves extended periods working outside in all weather.</li> <li>Must be able to lift up to 50 pounds at times.</li> </ul>   |
| EQUIPMENT<br>USE     | <ul style="list-style-type: none"> <li>Operates equipment such as: power washer, leaf blower, power tools, skid-steer, back-hoe, plows, tractor, snow blower, loader, and hand tools.</li> </ul>  |

**ACKNOWLEDGMENT**

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date