

## The Valentine Employee Job Description

**Position Title:** Director of Operations & Capital Projects<sup>1</sup>

**FLSA Status:** Exempt<sup>2</sup>

**General Responsibilities:** The Director of Operations & Capital Projects is responsible for coordinating maintenance of the institution's physical plant, management of capital improvement or renovation projects, leading emergency planning, and oversight of the facility rental and food service program. The Director of Operations also serves on the senior management team and supports the special projects of other teams.

**Reporting Supervisor:** Director of Museum

**Positions Supervised:** Operations Assistant, Grounds Assistant, Wedding Coordinator, Special Events Associates

### **Operations Key Responsibilities/Duties:**

1. Supervise and coordinate performance of outsourced maintenance contractors such as grounds keeping, housekeeping, HVAC maintenance, electrical, plumbing, fire suppression systems, alarm systems, elevator maintenance, roofing, pest control, etc.
2. Self perform with Operations Assistant in-house maintenance tasks such as painting, exhibit installation, lighting, general repairs, gardening, etc.
3. Manage and coordinate service contracts with parking lot and café operators, seeking to achieve related revenue goals.
4. Manage and coordinate facility rental and preferred catering program, seeking to achieve related revenue goals.
5. Maintain and manage Local Area Network, servers, workstations, and database software applications used by various history center departments.
6. Manage annual buildings and grounds budget of approximately \$250,000.
7. Coordinate participation of Board of Facilities Committee in interactions with Architect and ongoing execution of campus Master Plan.
8. Oversee security and safety practices and policies.
9. Serve as institutional representative on Richmond MEST (Museum Emergency Support Team).

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<sup>1</sup> DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

<sup>2</sup>FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

## Capital Project Manager Responsibilities/Duties:

1. Assists in developing specifications for construction, repair and modification projects as assigned (e.g. educational specifications, permits, project schedules, cost analysis, permits, purchasing/bid time and construction, etc.) for the purpose of providing them to architects, contractors, specialists, construction management firms, etc. for selection and awarding of contracts.
2. Assists in the creation of multiyear capital construction/improvement plans
3. Coordinates capital construction activities (e.g. renovations, inspections, contractor and architect meetings, permitting activities, project close-out and building commission activities, calendars, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within specifications and with minimal interruption to site personnel. Serves as Owner's Representative in project management team with Architects, Designers, and Contractors.
4. Evaluates potential sites and/or condition of existing locations for the purpose of determining construction and/or renovation requirements and ensuring that locations decided upon meet all project needs, requirements and specifications.
5. Inspects and/or assists in inspecting all aspects of construction (e.g. exterior, interior, walls, electrical, roof, concrete, paint, etc.) for the purpose of ensuring compliance with plans, specifications, and local codes and ordinances.
6. Maintains a variety of manual and electronic files and/or records (e.g. architectural publications, material samples, district directives, job related communications, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
7. Monitors project activities (e.g. costs, time and materials, schedules, budgets, change orders, etc.) for the purpose of ensuring district objectives are achieved within budget and timeframes and in compliance with established requirements.
8. Prepares written materials (e.g. correspondence, memos, budgets, costs, bid invitations, calendars, schedules, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
9. Recommends policies, procedures and/or actions on issues that relate to construction projects for the purpose of providing information and/or direction for making decisions within the construction program.
10. Responds to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.

11. Reviews a variety of construction-related information for the purpose of ensuring completeness of records and insurance claims. Serves as a department representative in a variety of meetings (e.g. planning, community, vendor, etc.) for the purpose of conveying and receiving information related to assigned projects and activities

**Physical Demands:**

1. Ability to work at a desk, conference table or in meetings of various configurations.
2. Ability to stand for extended periods of time.
3. Ability to sit for extended periods of time.
4. Ability to bend and twist.
5. Ability to lift 50 pounds.
6. Ability to carry 50 pounds.
7. Ability to operate office equipment.
8. Ability to reach in all directions.
9. Ability to climb a ladder.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Summary of Qualifications:**

1. Bachelor's degree required; 3-5 years previous facilities management experience.
2. Office management skills including planning organization, computer hardware and software proficiency, ability to motivate and communicate clearly performance expectations to a diverse group of tradespersons.
3. Good oral and written communications and human skills—ability to work within a team structure to achieve goals and objectives. Ability to work independently without direct supervision. Ability to manage multiple tasks and meet deadlines.