

The Valentine Employee Job Description

Position Title: Director of Facilities & Maintenance¹

FLSA Status: Exempt²

General Responsibilities: The Director of Facilities & Maintenance is responsible for coordinating maintenance of the institution's physical plant, leading emergency planning, and oversight of the facility rental program. The Director of Facilities & Maintenance also serves on the senior management team and supports the special projects of other teams.

Reporting Supervisor: Director of Museum

Positions Supervised: Operations Assistant and Grounds Assistant

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. Monitors and oversees the work of external contractors to ensure the terms of agreement are met and work completed satisfactorily.
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 operator to achieve related revenue goals.
4. Manage and coordinate with facility rental and preferred catering program contractor to achieve related revenue goals.
5. Work in concert with IT Operations Contractor maintaining and managing Local Area Network, servers, workstations, and database software applications used by various history center departments.
6. Participate in the development and administration of grounds and building maintenance budget; coordinate the allocation of resources following budget approval; recommend approval of expenditures.
7. Coordinate participation of Board of Facilities Committee in interactions with Architect and ongoing execution of campus Master Plan.

¹ 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.

²FLSA 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.

8. Oversee security and safety practices and policies. Including the onboard security training of new hires, management of security codes and key assignments, and prepare facility for changing weather conditions.

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. 3-5 years previous facilities management experience, museum experience preferred, but not required.
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.