

Job Description — Facilities Manager

Position:	Facility Manager
Location:	Customs House Museum & Cultural Center
Job Type:	Full-Time
Classification:	Non-Exempt
Salary/Hourly:	Salary
Reports to:	Executive Director

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Position Overview

The Facilities Manager is responsible for the management of the physical plant of the Museum, including all buildings on the Museum's campus. The duties associated with this aspect of the position are as follows:

Essential Functions

1. Overseeing building projects insofar as they pertain to the maintenance and renovation of the Museum's campus, ensuring that said projects are done safely, responsibly, and with regard to the other Museum departments' needs and standards.
2. Proper record keeping, as it pertains to the departmental budget. This includes the cataloging of receipts and invoices for department purchases, tracking departmental expenditures, and working with the Chief Financial Officer to create and maintain a budget for the facilities department, each fiscal year.
3. The Facilities Manager also serves as the Museum's Director of Risk Management and Safety. This includes planning, training and implementing response procedures to possible emergency situations of all kinds, in regards to the personal safety of the Museum's staff, and visitors. The Facilities Manager will also be responsible for identifying and correcting internal security/safety issues, and ensuring compliance with all applicable local, state and federal codes.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies

1. Ability to exercise discretion and independent judgement
2. Maintenance and custodial duties, including, but not limited to:
 - a. Knowledge of all cleaning equipment and standards;
 - b. Cleaning of all areas of the museum's physical plant (consisting of a of a minimum 50,000 square feet), rough carpentry, painting and/or wall covering, basic equipment and facility repairs, basic carpentry, simple plumbing and electrical work.
 - c. Opening and closing public areas of museum;
 - d. Cleaning of all non-collection items in the galleries, including dusting & cleaning of cases;

- e. Removing refuse;
- f. Ordering and replacing of cleaning and maintenance supplies;
- g. Mail collection, delivery and distribution on request;
- h. Maintenance and upkeep of museum's vehicles;
- i. Conducting training and providing supervision of Museum staff/ volunteers who are required to work within the facilities department.
- j. Assisting the Exhibition Officer with the installation and maintenance of exhibits;
- k. Assisting the Rentals and Events Coordinator with the setting-up and breaking-down of rentals and special events;
- l. Delivery and pick-up of supplies, collections and artifacts as directed;
- m. Other duties as determined by the Executive Director.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Working at desk and utilizing a computer for prolonged periods of time;
- 2. Periodic standing, walking, bending, climbing, and stooping, and the ability to lift at least 60 pounds;
- 3. Good hearing and vision
- 4. Good eye/hand coordination.
- 5. This is a physically demanding position – there is no light duty associated with this position.

Education and Experience

Graduation from secondary education; Minimum of 5 years of experience in building maintenance; Supervisory experience

Schedule

This is a full-time at-will position, and primary days and hours of work are a minimum of 40 hours per week, Monday thru Friday. The position occasionally requires longer hours and/or weekend work. Pay periods are semi-monthly on the 15th and last day of each month.

Travel

This position may require occasional overnight travel.

Benefits

The Museum offers all full-time employees paid holidays, vacation, and sick leave. Insurance benefits are also available for health, dental, vision, life, AD&D, short-term disability/accidents and SIMPLE IRA participation. Potential for professional development opportunities.

Salary/Benefits

Salary is \$35,000+ based on qualifications and interview. The Museum offers all full-time employees paid holidays, vacation, and sick leave. Health Insurance for employee is paid 100%. Benefits are also available for dental, vision, life, AD&D, short-term disability/accidents and SIMPLE IRA participation. Potential for professional development opportunities.

Apply via email with cover letter, resume and references to:
Frank Lott, Executive Director at: frank@customshousemuseum.org

All new or vacant positions at the Clarksville-Montgomery County Museum, d.b.a. the Customs house Museum & Cultural Center will be filled by the selection of only fully qualified applicants, regardless of race color, gender, religion, national origin, age, or disability who meet the job related criterial of the job description. All potential employees will undergo a background check, and must provide proof of being able to legally work in the U.S. Employees who have cause to drive their own vehicle and/or Museum vehicle for approved Museum business must have a valid driver's license and proof of auto insurance.