Summary/Objective
The Director of Facilities and Exhibit Maintenance is responsible for all building systems and maintenance for a 200,000 square foot private not for profit facility, including the maintenance of all active exhibitions and their care. This position plans, directs and manages the efforts of the facility and exhibit maintenance teams. Responsible for developing and utilizing all procedures to ensure that the building, exhibits and building systems are maintained to the highest standard. This includes, but is not limited to, the exhibits, the building environment, structure, life safety and air quality. The Director will also function as Project Manager on all capital construction projects and exhibit installations. Frequent, ongoing verbal and written communication with an emphasis of time management is an essential part of this position. Position is 70 / 30 hands on.

Essential Functions

• Develops and manages departmental budgets.
• Conducts inspections of facility to determine maintenance and safety needs for facility and exhibits.
• Budget forecasting for routine maintenance for life cycle (and remaining service life) replacement of major components.
• Maintains and organizes all exhibit documentation, manuals, permits, blueprints, warranties, building specs as well as any other operational or functional documentation.
• Develops and implements long-term scheduled preventative maintenance plan for the facility and exhibitions
• Maintain CMMS ensuring accuracy of all data and deliver reports and KPIs.
• Hires, trains, and coaches departmental personnel.
• Acts as Project Manager on all construction projects.
• Negotiates and oversees contract services
• Ensures compliance with public safety codes and regulations for entire facility as well as the exhibit experience.
• Acts as point of contact for insurance adjustor, OFD and City Planning

GUIDING PRINCIPLES:
• Act with the highest integrity
• Commit to excellence
• Embrace teamwork and collaboration

TREAT ALL WITH RESPECT
• Be innovative
• Be a responsible steward of all resources

INDIVIDUAL PRINCIPLES:
• Always act safely
• Exceed expectations
• Hold yourself accountable
• Be trustworthy
• Be impactful
• Communicate effectively
Ensures facility and exhibit compliance with applicable building and safety codes, ADA, hazardous waste disposal, OSHA, and hazardous materials.

Develops and implement processes to ensure compliance with LEED practices for the facility systems.

Serves as administrator for the Fire Monitoring Station Contract, building keys, and phone system.

Performs other related duties as assigned.

**Competencies**

1. Teamwork
2. Decision Making
3. Work Standards
4. Motivation
5. Reliability
6. Problem Solving
7. Adaptability
8. Planning and Organizing
9. Communication
10. Integrity
11. Initiative
12. Customer Service and Quality

**Minimum Qualifications**

1. **Education:** No formal educational requirements.
2. **Experience:** Three-five years relevant work experience directly related to the duties and responsibilities specified.
3. **Certifications:** No formal certifications required.

**Preferred Qualifications**

- OSHA 30 (Preferred).
- Ability to troubleshoot and problem solve HVAC, Electrical and Plumbing challenges.
- Knowledge of all components for maintaining a Chilled water system, including but not limited to chillers, cooling towers, VAV’s, VFD’s and pumps.
• Knowledge of Building Automation Systems.
• Life Support System and aquatic pumps.
• Understanding of Fire panel and fire pump inspections.
• Emergency generator experience.
• Electrical experience managing commercial high voltage and low voltage electrical systems.
• Knowledge of federal, state and local safety regulations, protocols and procedures.
• Ability to direct project inspection programs and ensure contractor code compliance.
• Fleet maintenance and mechanical repair.
• Strong written & verbal communication skills.

Supervisory Responsibility

• Oversees the Facilities Manager and Senior Manager of Exhibit Maintenance.

Physical Demands

• Heavy lifting, stretching, bending and the need to be on your feet for extended periods of time

Expected Hours of Work

• This position is a full-time, salaried role, nights and weekend work may be required.
• This position is “on call” in case of an emergency or alarm. The typical workweek is Monday through Friday, 42 plus hours a week, but may change due to an emergency or unseen circumstance

Travel

• Less than 5%

Telecommuting

• This position is required to be onsite 100% of the time.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of

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activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply
Please submit your resume to HRSpecialist@osc.org. Thank you!