

Job Description: Assistant Facilities Director

Status: Full Time, Exempt, 37.5 Hours / Week (on-site)

Department: Facilities



General Statement of Duties

The Assistant Facilities Director supervises the daily activities of the Facilities Department to ensure the Museum buildings and grounds are well maintained, safe, clean, and in proper working order both during and after business hours to enhance the guest experience. This position recognizes the capacity to achieve greater results by integrating skilled volunteers and leveraging their diverse knowledge and abilities. The Assistant Facilities Director reports directly to the Facilities Director.

Qualifications

- Bachelor's degree required.
- 3 - 5 years supervisory experience in commercial, industrial or institutional maintenance.
- 5 + years experience in commercial, industrial or institutional facilities maintenance.
- Working knowledge of HVAC systems, hydronic specialties, and related controls, safety management experience preferred.
- Strong skills in electrical and plumbing trades with a strong understanding of wood working and metal fabrication.
- Experience in institutional or industrial purchasing procedures.
- Must have the ability to read equipment manuals and interpret blueprints.
- Must have a valid driver's license.
- Possess exceptional written and oral communication skills, Microsoft Office proficient.
- Creative problem solver with the ability to manage multiple projects.
- Have the ability to work without direct supervision.
- Must be able to remain calm, make sound decisions and provide clear direction in crisis situations.
- Ability to respond to guests and manage staff and volunteers with a professional demeanor.
- First Aid/CPR certified or willing to become at museums expense.

Duties and Responsibilities

- Be a positive, enthusiastic representative of the Virginia Living Museum.
- Train, supervise and evaluate Facilities staff.
- Works closely with Facilities Director to provide in-house security.
- Direct the scheduled maintenance of museum vehicles, trailers and equipment to include, troubleshooting and repairs.
- Evaluate and assign work orders in order of importance.
- Performs general maintenance duties to include but not limited to electrical, plumbing and carpentry trouble shooting and repairs
- Develop and write standard operating procedures.
- Develop and maintain preventative maintenance schedules.
- Manage security and HVAC/hydronic programs in absence of Facilities Director.
- Participate in contract negotiation in collaboration with the Facilities Director.
- Plan for adverse weather and ensures museum adverse weather supply procedures and equipment are in place and operational.

- Assist's Exhibits Department in installation of both temporary and permanent exhibits.
- Responsible for cleanliness of museum grounds and vehicles.
- Develops and oversees safety protocol for handling of power tools and equipment.
- Responds to after-hours emergency calls.
- Perform weekly inspections in both museum complexes and make recommendations to rectify any problem areas.
- Monitor lake levels and install flood gates when needed.
- Follow museum safety policy and procedures.
- Acts as Facilities Director in Directors absence.
- Perform any other duties assigned.

Essential Job Requirements

- Ability to work evenings/weekends and holidays.
- Physical requirements include medium work, exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must be able stand for extended periods of time and move about on foot to accomplish tasks.
- Must be able to stoop, kneel, crouch, crawl, reach, push, pull, lift, grasp, feel, and utilize repetitive motions.
- Must have close visual acuity to operate a motor vehicle and perform activities such as: preparing and analyzing data, transcribing, viewing a computer, and reading.
- Must be comfortable climbing a ladder and working from heights.
- Be comfortable working with and from watercraft.
- Must be able to pick up/remove bodily waste.

**Qualified applicants please submit VLM application, cover letter, resume, and references.
No phone calls, please.**

**Mail: Human Resources
Virginia Living Museum
524 J. Clyde Morris Blvd
Newport News, VA 23601**

Email: human.resources@thevlm.org

Fax: 757-534-7419