

Job Description: Maintenance Supervisor

Status: Full Time, Exempt

Department: Facilities



General Statement of Duties

The Maintenance Supervisor manages the daily activity of the Maintenance Department to support the achievement of the site's business goals and objective, both during and after business hours, to ensure the museum, facilities and grounds allow for an exceptional guest experience. This position recognizes the capacity to achieve greater results by integrating skilled volunteers and leveraging their diverse knowledge and abilities. The Maintenance Supervisor reports directly to the Facilities Director.

Qualifications

- High School Diploma and Trade School Certification/Apprentice Program Certificate or Equivalent.
- 3-5 years supervisory experience.
- 5 + years' experience in commercial, industrial or institutional maintenance.
- Working knowledge of HVAC systems and related controls.
- Must be familiar with all tools and power equipment necessary in facilities maintenance
- Must have the ability to read and interpret blueprints.
- Must have a valid driver's license.
- Possess good written and oral communication skills.
- Creative and organized problem solver with ability to manage multiple projects.
- Experience in institutional purchasing procedures.
- 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 lead people can organize and direct staff and volunteers to accomplish complex projects.
- Professional demeanor. Adroit with contract negotiations.
- First Aid/CPR certified or willing to become at museums expense.

Duties and Responsibilities

- Be a positive, enthusiastic representative of the Virginia Living Museum.
- Install, troubleshoot, repair and maintain facility equipment, grounds and museum vehicles according to safety, predictive and productive maintenance systems and processes.
- Train, supervise and evaluate Maintenance Technicians.
- Evaluate and assign work orders in order of importance.
- Develop and write standard operating procedures.
- Direct the scheduled maintenance of museum vehicles, trailers and equipment to include, troubleshooting and repairs.
- Performs general maintenance duties to include but not limited to electrical, plumbing and carpentry trouble shooting and repairs
- Manage Security and HVAC programs in absence of Facilities Director.
- Work with Facilities Director in planning 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/oversight on safety protocol for handling of power tools and equipment.
- Works with Facility Director to develop weekly work schedule for Maintenance staff.
- 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.
- Acts as Facilities Director in Directors absence.
- Perform any other duties assigned.

Essential Job Requirements

- Ability to work evenings/weekends and holidays.
- Must be able to read and interpret equipment manuals, drawings, and work orders to perform required maintenance and service.
- Must be able to use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- 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 by January 22, 2019.

No phone calls, please.

Mail: Virginia Living Museum

Attn: Human Resources

524 J. Clyde Morris Blvd

Newport News, VA 23601

Email: human.resources@thevlm.org

Fax: 757-534-7419