

# Job Description: Facilities Director

**Status:** Full Time, Exempt

**Department:** Facilities



## General Statement of Duties

*The Facilities Director is responsible for managing the daily operations of the Museum's facilities, its environmental controls, communications, fire & burglary systems, and vehicles. The Facilities Director supervises Maintenance and Custodial staff and serves as the liaison between systems contractors and the Museum. This position recognizes the capacity to achieve greater results by integrating skilled volunteers and leveraging their diverse knowledge and abilities. The Facilities Director reports directly to the Senior Director Animal Welfare and Conservation.*

## Qualifications

- Bachelor's degree required.
- 3 to 5 years in management of an industrial, commercial or institutional maintenance department
- Experience in institutional or industrial purchasing procedures and contract negotiations.
- 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.
- 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.
- Have the ability to be on-call 24 hours a day.

## Duties and Responsibilities

- Be a positive, enthusiastic representative of the Virginia Living Museum.
- Enhances the success of the Facilities Department by providing appropriate opportunities and effective oversight to volunteers.
- Coordinate the Museum's daily facility operations with Senior Director Animal Welfare and Conservation.
- Enhances the guest experience by ensuring the facilities and grounds are clean and safe for staff and guests, and equipment can be operated safely. Chairs the Safety Committee.
- Direct, evaluate, and schedule all activities of maintenance and custodial staff.
- Oversee facility cleaning (Custodial Staff) including coordination of weekly work, supply inventory, and cleaning frequency.
- Coordinate all Museum facility contracts and schedule maintenance with contractors for pest, environmental systems, generator, fire & burglary, waste disposal, and elevator control.
- Monitor performance of pest control, security, and HVAC contractors.
- Emergency Management / Disaster Response: Direct maintenance staff in the event of impending natural disasters and post-storm cleanup.
- Responsible for the security of museum and grounds to include responding to after-hours calls for fire or burglary.
- Coordinate after-hours events with maintenance staff and various other departments;
- Maintain inventory and distribution of all Museum keys and swipe cards.
- Maintain lighting, tools, hardware, and vehicle maintenance inventories.
- Maintain museum vehicles, keeping them in compliance with state and local safety regulations.

- Maintain facility and grounds to meet all state and local codes and accrediting agency regulations Association of Zoos & Aquariums (AZA).
- Ensure proper operation of environmental systems.
- Direct maintenance projects from purchasing to completion of project.
- Strategically manage and utilize volunteers and their applicable skills to strengthen the Museum's mission and commitment to the community.
- Other duties as 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.

### **Supervision Exercised: Facilities Department Staff**

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Facilities Director will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate Supervisor/Director. The Virginia Living Museum reserves the right to update, revise or change the job description and related duties at any time.*

**Qualified applicants please submit a VLM application, cover letter, resume and references.**

**No phone calls, please.**

Website: <https://thevlm.org/join/employment/openings/>

Email: [human.resources@thevlm.org](mailto:human.resources@thevlm.org)

FAX: 757-534-7419