

HUNTSVILLE MUSEUM OF ART

Position: Facility Manager

Department: Facility and Grounds

Reports to: Executive Director

Employment: Full-Time with benefits--Monday-Friday- 7:30 am-4:30 pm

Exempt: 40 hours a week

Salary Range: \$45,000-\$55,000 with benefits.

Position Overview:

The Huntsville Museum of Art (HMA) is looking for a skilled Facility Manager. The ideal candidate must possess a working knowledge of HVAC, electrical, plumbing, carpentry and day-to-day maintenance and custodial needs and management skills.

The candidate must have good communication skills (both written and oral) and be able to successfully interact with staff, city contractors and community partners on a regular basis. This person must always maintain a clean and professional appearance.

Full-time benefits are available after one year of employment. Candidate must be flexible with the hours and able to work evenings and weekends when special needs arise.

Periodic evening and weekend availability is required to support after-hours and weekend events. Recurring Saturday office hours anticipated.

Responsibilities:

- Supervise the Full-time Security Liaison.
- Monthly Facility and Grounds Committee meetings to review facility repairs, maintenance, break-downs, and updates.
- Supervise weekly cleaning by Jani King.
- Daily custodial needs; bathrooms, offices, and public spaces.
- Interface with Vulcan; the museum's HVAC contractor.
- Ensure the overall exterior and interior cleanliness of the Museum's entire facility.
- Demonstrate overall sense of concern and care for the Museum facility and be able to manage maintenance and repair in all areas.
- Manage and maintain supply budget.
- Directly interface with City of Huntsville General Services Department for building maintenance and repair requirements.
- Directly interface with the Health Department, Fire Marshall, landscape contractors and general contractors.
- Directly interface with the Curatorial Department, Events Manager, Education Department and Security Contractor (Southern Jamm).
- Maintain an accurate calendar.
- Maintain and update contact information for point of contacts.

- Coordinate and assist the Security Liaison and Director of Special Events on all set-ups, break-downs, and clean up needed for events.
- Ensure that contracts, invoices, and client payments are completed and forwarded to the Accounting Department in accordance with contract stipulations.
- Develop and maintain a preventative maintenance schedule and activity log.

Requirements:

- Must pass pre-employment drug testing and security background check.
- Must have a strong understanding of custodial and sanitizing needs of a public facility required.
- Minimum of six years' experience required.
- Facilities management experience preferred.
- HVAC knowledge preferred.
- Electrical, plumbing, carpentry and mechanical knowledge preferred.
- Must have the physical ability to withstand long periods of standing or walking, and ability to use stairs.
- Must have the physical ability to lift and/or move equipment.
- Working knowledge of Word and Excel.
- Must be able to work a flexible schedule to include some nights and weekends.
- Ability to work well with staff, Board, volunteers and clients.
- Must always maintain professional work attire.
- Must be detailed driven and able to work in a fast-paced environment and self-motivated.
- Ability to problem solve, be proactive and complete tasks in a timely manner.

Please send your resume to: careers@hsvmuseum.org Please no phone calls.