



NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

THEY SAVED THE WORLD, WE SAVE THEIR STORIES

The National Museum of the Mighty Eighth Air Force is looking to fill the full-time position for Facilities Manager.

Job Summary

The Facilities Manager is responsible for planning, organizing, and implementing the maintenance/repair program of museum facilities and grounds

Duties and responsibilities

- Plans, schedules and implements facilities maintenance activities at a national museum by ensuring the completion of plumbing, electrical, painting, heating, ventilation, air conditioning, carpentry, lawn work, and equipment, etc. This position requires employee to engage himself/herself in the completion of these activities
- Develops and implements policies and procedures relevant to facilities management operations such as new processes, space management and the annual budget
- Supervises and provides input on personnel related matters
- Establishes comprehensive, effective safety programs. Maintains compliance with state, federal and OSHA rules and regulations
- Coordinates routine purchasing activities
- Coordinates the removal of hazardous materials and surplus items; trains employees in hazardous materials safety procedures
- Coordinates the contracting process by writing specifications and selecting contractors
- Establishes and coordinates a key control program
- Responsible for the overall maintenance of fire alarms, extinguishers, sprinkler and security systems
- Manages and oversees financial/budget operation of the department
- Monitors the activities of personnel to ensure compliance with museum policy and department procedures
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program
- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives
- All other duties as assigned

Qualifications

- High School diploma and five years of experience in facilities maintenance
- Management experience required
- Ability to establish and maintain effective working relationships and to work well with others in a team situation

- Experience and skill in operating equipment and machinery required to complete responsibilities indicated above
- Skill in operations of computers and job related software programs

Physical requirements

- Standing, climbing, stooping and kneeling
- Operate power tools and other maintenance equipment
- Be able to lift and/or move up to 50 pounds

Email resume and cover letter to pvining@mightyeighth.org or mail to Facilities Manager Search, P.O. Box 1992, Savannah, GA 31402. No phone calls please. The National Museum of the Mighty Eighth Air Force is an Equal Opportunity Employer.
