

DENVER ART MUSEUM

JOB POSTING

MANAGER OF FACILITY SERVICES

PROTECTIVE AND FACILITY SERVICES DIVISION

POSITION PURPOSE:

The Manager of Facility Services assists the Associate Director and Director in maintaining a building environment in line with the goals of the institution. Ensures the safety of staff, and guests and manages the daily operations of the division.

- Implements, interprets and enforces department and museum policy and procedures.
- Assists the Associate Director in the development of policies and procedures for the division and the museum.
- Manages all aspects of building operations including mechanical equipment and building controls associated with the museum's physical plant. This includes the basic operation, and maintenance of all roofing systems, window systems, grounds maintenance, and electrical systems to assure maximum efficiency and performance.
- Assists the Director and Associate Director with operational, personnel and capital improvement budget preparation.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- With the Associate Director establishes, develops and implements department goals, and position workloads.
- Directs daily scheduling activities and assists in solving scheduling issues, to include approval of requests for individual vacation and sick time requests.
- Oversees all established training to ensure completion to include physical and procedural training as required by department policy.
- Plans & coordinates project workloads and assists Associate Director in securing needed funds, defining job scopes, contractor selection and daily organization of project workloads.
- Directs plans, coordinates and schedules event support activities relating to special exhibitions, artwork installations, and rotations for facility department personnel.
- Manages museum phone and computer systems and interfaces with City communications staff members and IT staff members in planning, coordinating and maintaining these systems.
- Represent the Director or Associate Director in meetings and official functions when they are unable to attend.
- Maintain effective working relationships with employees, volunteers, contractors, various representatives of public and private entities, policy making bodies and the general public.
- Oversees the daily office operations to ensure all office procedures/ standards are maintained at an acceptable level.
- Interviews and participates in hiring process of Facilities division personnel and coordinates all contractor activity on museum campus.

KNOWLEDGE, SKILL AND ABILITY:

- Ability to work independently and cope with continual interruptions and pressure ensuring crisis stability with the capability of making effective decisions in a high stress environment.
- Experience, knowledge and skill in all major building systems including HVAC, refrigeration and electrical.
- Familiar with OSHA regulations and implementation of OSHA safety rules and regulations.
- Excellent computer skills including Microsoft word processing, Excel spreadsheets, Access database and Microsoft Project.
- Advanced organizational, problem solving and conflict management skills.
- Excellent computer skills, business writing skills and policy development.
- Ability to train, supervises, direct, motivate, and evaluate staff.
- Ability to establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations.
- Strong leadership, interpersonal, planning and organizational skills.
- Excellent written and oral communication including business writing and policy development, presentation and negotiating skills.

EDUCATION AND FORMAL TRAINING

- Bachelor's degree in Facilities or construction management is preferred.

EXPERIENCE

- Five years of previous supervisory experience in facility management or construction management is preferred. Additional appropriate educational certifications may be substituted for a portion of the five year requirement if applicable.

This is a full-time position with benefits. Posting closes on XXXXXXX. If you are interested in this position, please email your cover letter and resume to: hrcordinator@denverartmuseum.org In the subject line of your email, please list your name first followed by the position you are interested in obtaining.

It is the policy of the Denver Art Museum to prohibit discrimination against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation or disability.