



<b>Position Title:</b>	<b>Maintenance Manager</b>
<b>Reports To:</b>	<b>Technical Services &amp; Infrastructure Manager</b>
<b>Supervises:</b>	<b>Maintenance and Janitorial Staff</b>
<b>Oversees:</b>	
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Last Revised/Approved:</b>	<b>September 2017</b>

**POSITION SUMMARY:**

The Maintenance Manager is responsible for the daily upkeep and operation of Museum buildings and the proper appearance of the grounds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Ensures the maintenance and effective operation of the Museum's buildings and other structures, including HVAC systems, plumbing, electrical, structural, cosmetic and custodial needs, either through maintenance staff, volunteers or directly performing related duties; contracts with outside resources as needed.
2. Ensures the proper functioning, maintenance and appearance of the Museum's grounds, including lawns, paved areas, landscaping, fences, etc.; includes mowing, weed whacking, trimming, planting, digging, paving, patching, snow removal, etc.
3. Performs regular safety, security and systems checks on all buildings and grounds.
4. Oversees building system maintenance and procedures including: controls, fire alarms, door operations, heat and smoke sensors, emergency lighting and fire extinguisher maintenance.
5. Monitors system conditions such as: fuel quantity, HVAC controls, lighting equipment and generator log, and takes appropriate action.
6. Maintains inventory of all cleaning materials for all buildings by researching supply quantities, designing and maintaining inventory systems, determining inventory levels, anticipating and ordering needed supplies, and maintaining required Material Safety Data Sheets as required.
7. Assists with event logistics, such as set up, break down, posting road signs, directing parking and other duties as needed.
8. Recruits, trains, schedules and oversees volunteers to carry out facility and grounds projects which meet cosmetic and mechanical needs of the Museum.
9. Ensures that all work is performed by staff and volunteers according to safety regulations, standards and policies, including the use of Personal Protective Equipment; trains staff accordingly.
10. Performs the duties of a manager, including interviewing, hiring, scheduling, training, supervising and evaluating direct reports, resolving employee issues, and ensuring compliance with the Employee Handbook.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

**GENERAL EXPECTATIONS:**

1. Maintain confidentiality.
  2. Ability to work both independently and as part of a team.
  3. Exhibit excellent judgment and integrity.
  4. Perform required amount of work in a timely fashion with a minimum of errors.
  5. Demonstrate a strong work ethic in terms of reliability and dependability.
  6. Exhibit a high degree of planning and forethought, along with an ability to multi-task.
  7. Help develop and manage the department's budget.
  8. Abide by all safety regulations applicable to the position.
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**PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee must be able to stand/walk for prolonged periods of time, talk, hear and see. Vision requirements include: close vision, distance vision and the ability to adjust focus. The incumbent must be able to lift up to 50 pounds, move heavy objects such as ladders and desks, climb ladders, perform overhead lifting, perform tasks involving repetitive motion such as raking and painting, work or clean in small cramped areas, carry carpentry and maintenance tools, handle cleaning equipment and chemicals, operate a forklift, and handle a floor burnisher/buffing machine, vacuum cleaner, riding lawn mower, push mower, snow blower and various power tools. This position involves heavy physical labor.

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**SPECIAL MEDICAL REQUIREMENTS:** The Maintenance Department Supervisor, upon request, have a statement from a physician that s/he has had a physical within the last 3 months stating that s/he is in good health and has the physical ability to handle the job's physical requirements.

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**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work environment involves working both inside and outside the Museum. Work outside may involve extreme weather conditions, hot and humid, extreme cold, snowy, etc. Work may involve working in small cramped spaces or off high ladders. Must be able to adapt to a changing work environment due to seasonal changes, and well as changes in schedule as needed. In addition, the incumbent may have exposure to fumes from cleaning supplies, exposure to blood borne pathogens, and extremely unpleasant rest room conditions. Although the work day tends to be predictable, emergencies do arise requiring an immediate response. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish all required work within the time available. Must be able to endure mental stress associated with workload, deadlines, and dealing with the public.

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**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- At least five years of experience in the Maintenance or Technical trades required, including at least two years of supervisory experience.
- Experience in carpentry, plumbing, electrical, landscaping, small engine mechanics, chain saw operation, fork lift operations, and snow removal preferred.
- Good written and oral communication skills.
- Ability to work with the public.
- Ability to lead volunteers and keep them interested and engaged.
- Good time management and organizational/prioritization skills in order to maximize productivity and meet deadlines.
- Attention to detail.
- Eager to collaborate with others inside and outside of the organization.
- Must be willing to provide a post-offer, pre-employment statement from a physician stating that s/he has had a physical examination within the past three (3) months and is able to handle the requirements of the position as outlined in this Job Description.

**Education Requirements:** The following education requirements are considered essential:

- A high school diploma or equivalent, coupled with strong training and/or actual experience in one or more of the trades, required. Post secondary education in the trades strongly preferred.
- Knowledge of carpentry, plumbing, electrical, landscaping, small engine mechanics, chain saw operation, fork lift operations, and snow removal preferred.
- Fork lift operation certification.

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\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee Signature

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Date

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Supervisor Signature

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Date