

## **The Cummer Museum of Art & Gardens Employment Opportunity - Facilities Manager**

The Cummer Museum of Art & Gardens is looking for an experienced, energetic, and proactive Full-time Facilities Manager is dedicated to maintaining the Cummer Museum of Art and Gardens buildings, gardens and campus. Through its exhibitions, education programs, and historic gardens, the museum campus embodies three of this institution's core values: quality, access, and fun. The Facilities Manager will be responsible for routine maintenance of museum buildings, oversee building system contracts, and providing an attractive, clean, safe, and well-maintained property, using a systematic approach that creates a world class visitor experience. As well as ensuring that the Museum is in compliance with local, state, and federal applicable codes, regulations, and standards pertaining to operations.

### Essential duties:

The "hands-on" Facilities Manager will be responsible for the maintenance, operations and repairs of the museum properties as required, including HVAC, building management and projects, electrical components, lighting control, painting, pest control, and plumbing systems.

- Support The Cummer's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individual, commitment to our community, and accountability and ownership.
- Ensure that the facility is always in excellent operating condition, maintained in a cost-effective environment and is reflective of our culture and values.
- Develop and ensure execution of all maintenance programs relating to the interior and exterior conditions and appearance of the properties, assuring the highest levels of visitor satisfaction.
- Lead the development, training, and management of a diverse maintenance and custodial team. Perform management functions including employment/termination, performance management, training, supervision and administering the museum's policies and procedures.
- Work with direct reports to establish goals for each year and advise on the progress to enhance the professional development of staff.
- Establish a work request system; track, respond, and perform work requests and other miscellaneous repairs while providing excellent customer service.
- Direct, schedule, supervise and perform preventative maintenance work, service response, equipment repairs and projects.
- Inspect all service work performed by vendors/contractors to ensure quality and compliance issues are achieved while providing a high quality visitor experience.
- Operate and maintain the building's HVAC systems to optimum efficiencies while maintaining required humidity and temperature readings for the safety of the collection.
- Perform and/or supervise vendor preventative maintenance tasks on HVAC equipment as required, and maintain records on equipment.
- Identify and anticipate major repairs, replacements, and capital projects to insure improved and continuous operations.
- Develop scope of work and competitively bid all facility projects that will be managed internally.
- Participate in the selection of contract services, vendor negotiation of service agreements and day-to-day monitoring of vendor performance to assure full compliance with standards established within the service agreement.

- Perform requisitioning, purchasing, and warehousing of adequate inventory of building supplies, janitorial supplies, materials and equipment and maintains records incidental to all activities of the facility.
- Identify and implement risk management techniques.
- Manage, supervise, perform event set-up/break down for events, rentals, and programs.
- Assist with custodial work, as needed.
- Ensure safety checks on all alarm, fire, and security and elevator equipment.
- Respond to after hour call out if notified by alarm company, security, police, and fire department to secure building as well as emergency maintenance requests.
- Ensure compliance with museum safety and security policies and procedures.
- Participate as a member of the Museum's safety committee.
- Compile, maintain and update Safety Data Sheets (SDS) binder.
- Handle errands necessary for Museum maintenance.
- Other job related duties as assigned.

Knowledge and skills:

- Five years of facility management or building operations experience required with three years of experience in budgeting, vendor management, operations and maintenance required. Experience in a museum, higher education institution or similar type of facility preferred.
- Ability to work in a professional, visitor centered, quality service environment.
- Working knowledge of carpentry, HVAC, MEP, special events, special projects, grounds and the custodial services including equipment, applications, procedures, and safety.
- Attention to detail and logical problem solving skills.
- Demonstrate leadership abilities and organizational skills.
- Demonstrate communication and interpersonal skills.
- Ability to work independently using judgment and discretion to complete job duties, projects, and assignments.
- Must possess a high level of interpersonal and human relations skills; ability to interact appropriately with a wide variety of personality types.
- Working knowledge of computer hardware and software required to perform the duties of the position. Software knowledge includes a minimum of intermediate experience with Building Automation Systems.
- Experience in OSHA and safety standards.
- Bachelor's degree in electrical or mechanical engineering or facilities management preferred, but not required; professional certification (CFM) is preferred.
- Valid Florida driver license.

Abilities:

- Requires lifting/pushing/pulling 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly
- Must be able to climb ladders, work from a ladder, and work overhead
- Ability to smell smoke and other chemicals
- Must be able to work in heat or cold and outdoors

Qualified applicants send cover letter and resume to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Ave, Jacksonville, FL 32204 or [jobs@cummuseum.org](mailto:jobs@cummuseum.org).