

COLUMBIA RIVER

MARITIME MUSEUM

Job Title: Facilities Manager
Reports to: Deputy Director
Supervises: Maintenance Staff
FSLA: Non-exempt - Full Time, Salary
Salary Range: \$55-67,000 annually DOE

JOB SUMMARY:

This management position reports directly to the Deputy Director and involves responsibility for the safety, security, cleanliness and maintenance of the Museum's vessels, buildings, and grounds. This position works cooperatively with all departments and with outside organizations to ensure that proper safety, security, hygiene and maintenance procedures are followed to safeguard staff, visitors and property. This position qualifies as salaried, exempt, and eligible for benefits.

ESSENTIAL DUTIES/RESPONSIBILITIES: include but not limited to the following:

- Knowledge and experience with building, grounds and/or vessel maintenance.
- Knowledge and experience with construction and building trades.
- Ability to plan, assign and evaluate the work of subordinate staff.
- Ability to do general handyman work to include painting and minor construction.
- Operational knowledge of HVAC mechanical equipment, commercial plumbing systems, and safe electrical operations.
- Knowledge of procedures, safety practices, tools and equipment used for operations and maintenance.
- Ability to implement and maintain the safety and security procedures in place to protect personnel, visitors and property.
- Ability to monitor the work of outside contractors, evaluate the quality of the work being done, and make sound recommendations relating to the completion of the contractor's work.
- Ability to work with volunteers in a pleasant and safe environment.
- Ability to maintain cooperative and pleasant work relationships with fellow employees, volunteers and visitors.

Museum Maintenance:

- Conducts regular inspections of the museum vessels, facilities, and grounds; responsible for improvements and repairs if needed.
- Responsible for ensuring the operation of HVAC systems, Security Systems, Fire Detection and Suppression installations.
- Responsible for the maintenance and repairs to equipment owned or operated by the Maritime Museum.
- Responsible for the cleaning of museum spaces to include carpets, washrooms, windows and other interior surfaces.

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- Recommends contractual services to support the care of museum facilities; monitors performance of outside service-providers.

Grounds:

- Arrange for and supervise the care, cleaning and maintenance of parking lots, outdoor walkways, exterior lighting systems, landscaping, pond and other maintenance requirements for the museum grounds.

Equipment Operation:

- Responsible for maintaining OSHA safety standards for all staff, volunteers, and others. Verify that all operators have basic safety training for working with or around tools and motorized equipment.
- Verify that any operator of lifting equipment (i.e. forklifts, personnel lifts, boom cranes) has training in the safe operation of the equipment.

Staff/Supervisory:

- Responsible for the training, work assignments, and performance of employees assigned to the Facilities department.
- Responsible for coordinating the setups for programs, meetings, special events, building rentals and other functions on museum property.
- Responsible for maintaining preparedness for First Aid, CPR, and BBP certification of staff in operations department.
- Responsible for providing staff training in life, fire and other safety process and procedures, including but not limited to fire alarm response, security system operations and emergency response.

Security:

- Responsible for the operation, maintenance, servicing, monitoring, and response for security and fire detection systems.
- Work with staff to coordinate the opening and closing of secured buildings and vessels. Maintain records relating to security problems.
- Work with Curator and Deputy Director in providing a museum response to any alarms.
- Assist with management of key control system for museum employees.
- Work with Administrative staff to provide detailed emergency response procedures.

Financial:

- Provide overview of annual budget expenditures for Vessel and Facilities Operations; work with Director and Board in anticipating special project expenditures.
- Review payment submittals from Contractors and sub-contractors.

Other:

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- Responsible for maintaining the overall continuity of facility operations daily.
- Addresses on-site needs for daily public openings, classes and special events.
- Assists with exhibit maintenance, audio-visual equipment, lighting, and moving of artifacts.
- Assist staff and volunteers in moving equipment and supplies.

Perform other duties as may be required to support the effective operation of the Museum's Operations department or any other area as needed.

EDUCATION AND EXPERIENCE

- Minimum of 5 years experience in a supervisory position.
- Minimum of 5 years experience with mechanical, plumbing, electrical, fire and security systems.
- Valid State issued driver's license.

ADDITIONAL KNOWLEDGE DESIRED, BUT NOT REQUIRED

- Vessel maintenance experience.
- Pool or pond maintenance experience.
- Proficiency in computer systems, specially, MS Office
- Ability to multitask and manage a high level of detail
- Fork lift certification and/or experience.
- General knowledge of museum standards of preservation and techniques for maintaining these standards.

WORK ENVIRONMENT:

This position may require sitting, standing, and/or walking and climbing stairs and ladders throughout the facility for extended periods of time on any workday. General maintenance and cleaning will require heavy lifting, ability to lift or move over 50 pounds on occasion. Pulling and pushing, carrying, grasping, reaching, stooping, crawling and crouching, the position requires motor coordination skills, and coordination of eyes, hands and feet. Supervisory responsibilities require speaking and listening, concentration skills, verbal and numerical intelligence.

This job description is not intended to be all-inclusive and may change at any time.

APPLY

The Columbia River Maritime Museum seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please send a cover letter with salary requirements and resume to hr@crmm.org

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- Excellent Benefits (Medical, Dental, Vision, EAP & more)
- 403(b) Retirement Plan with Employer Match
- Paid time off including sick leave, and vacation.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded.

Requirements, skills, and abilities included have been determined to be the minimal standards

required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law