

## Facilities Manager

Department: Operations  
Reports To: CFO  
FLSA Status: Exempt  
Updated: 1/30/18

### SUMMARY

Prepare for opening of the new museum. Manage museum facility, surrounding landscape and museum's parking garage by performing duties personally and through subordinates. Responsibilities include: interviewing, hiring and training of employees; planning, assigning and directing work of engineering, custodial and vendor/contractors; appraising performance of, rewarding and disciplining employees; addressing and resolving facility-related complaints and problems; and planning and managing the facilities budget.

### Job Duties

- In preparation for opening the new museum in the August/September 2019 timeframe:
  - Hire a maintenance engineer
  - Conduct RFP for Custodial Services
  - Conduct RFP for Landscape Services
  - Assist with RFP for Security
  - Develop Operational protocols
  - Schedule and coordinate the office move from current to new building
  - Work closely with Museum Experience Manager, Security Lead, Assoc. Director of Education, and HR Manager to develop and implement Crisis and Security protocols
  - Assist in training staff on Operational and Crisis and Security protocols
  - Work with Security Lead to acquire and install x-ray screening machines
  - In partnership with Education staff, oversee installation of permanent exhibit
  - Work closely with the third party Owner's Rep to understand the construction timeline and impact on facilities decisions and projects.
  - Coordinate with Construction Manager to understand building maps, placement of fire system equipment
- Oversee and provide for general supervision, maintenance and long-term planning for the facility. Implement preventive, ongoing maintenance/repair programs. Coordinate the operational aspects of the facility in a manner that protects, maintains and improves the value of the Museum's assets.
- Manage the facilities and custodial staff – this includes outsourced providers.
- Maintain fire detection and suppression systems, schedule annual inspections, coordinate with inspectors and personnel from the Dallas Fire Department.
- Act as liaison with existing parking management company as it relates to the garage facility.
- Develop and manage annual operating and capital expense budgets.
- Act as Museum Construction Project Manager for temporary exhibit construction projects, in accordance with the budget and the policies of the Museum.
- Communicate with Senior Leadership Team on status of all issues regarding facilities.

- Ensure all site management and operations procedures are in compliance with museum policy, as well as City, State and Federal safety and environmental laws, codes, standards and regulations.
- Develop multi-year capital improvement project plans and manage the process to complete the capital projects.
- Manage and supervise third-party vendor contracted services as required, including periodic bidding and insurance updates. Monitor performance per scopes of work and contractual agreements.
- Establish, coordinate and implement ADA/TAS compliance.
- Maintains records and reports regarding building engineering, major building systems, ADA/TAS, OSHA, capital expenditures and construction/renovation projects.
- Other duties as assigned

**Key Requirements:**

- Minimum five years' related building maintenance experience
- Knowledge of building codes, fire/life safety regulations, ADA regulations, and OSHA requirements.
- Preferred knowledge and experience with primary building systems (mechanical, electrical, plumbing, architectural, life safety and other)
- Strong people management skills.
- Ability to plan and manage tasks within budget and time constraints.
- Experience with managing multiple vendors and small capital projects.
- Proficiency with Microsoft Excel, Outlook and Word is preferred.
- Ability to work with minimal direct supervision.
- Ability to professionally interact with all levels of museum staff and external constituents.
- Ability to communicate in English, fluency in Spanish desirable.
- Ability to stand, walk and climb stairs for extended periods of time
- Ability to lift fifty (50) lbs.
- Ability to work flexible schedule as required including nights and weekends

**Competencies:**

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

The Dallas Holocaust Museum/Center for Education and Tolerance is an equal opportunity employer.

Applicants, please send cover letter referencing the job title and resume to [resume@dallasholocaustmuseum.org](mailto:resume@dallasholocaustmuseum.org)