

ASSISTANT DIRECTOR OF FACILITIES

The Assistant Director of Facilities has primary responsibility for assisting the Director of Facilities with all aspects of Museum facilities, mechanical systems and property management. Responsibilities include assisting in project planning, schedules and structure of the department, implementing policies and procedures put in place by the Director of Facilities, assisting in budget preparation and management, staffing, and management of on-going preventive maintenance and capital improvements. This is a hands on position.

Responsibilities: Facilities

1. Assist in monitoring and maintaining HVAC compliance to the required temperature and humidity levels as defined by the Registrar and Curator
2. Assist in inspection of facility for regulatory compliance
3. Utilize and follow all ongoing preventative maintenance schedules for all mechanical and electrical systems (except security) as developed by the Director of Facilities
4. Ensure safety is a top priority by monitoring compliance with applicable building and safety codes, hazardous waste disposal, OSHA, hazardous materials, etc.
5. Be knowledgeable of and follow Director of Facilities program to assure maximum energy efficiencies and conservation within required environmental perimeters, including any appropriate recycling programs
6. Participate in the recruitment, selection and training of all personnel in the areas of building and grounds maintenance, non-art shipping and receiving and special events set-up/take down
7. Assist in the oversight of all standards, policies and procedures for the department and ensure compliance to such standards by Museum staff
8. Recommend effective policies and procedures for staff training
9. Plan work/staff schedules in conjunction with the Assistant to the Director of Facilities
10. Assist Director of Facilities in maintaining sculpture park and garden
11. Be knowledgeable of fountains and all associated equipment to assure proper water quality
12. Assist in the oversight of the Museum's disaster planning and utilize training documents as developed by the Director of Facilities to support such as needed
13. Assure 24/7 on-call coverage for all critical environmental controls of the facility in the absence of and at the direction of the Director of Facilities
14. Assist the Director of Facilities in the event of any natural or man-made disasters impacting building and grounds
15. Assist in evaluation and monitoring projects with regard to progress and costs
16. Understand department operating budget and participate in overall capital budget process

Administration

1. Attend staff meetings
2. Maintain a good working knowledge of the Museum's policies, procedures, educational practices and ideologies
3. Be knowledgeable of and practice the AAM Code of Ethics
4. Perform other duties deemed appropriate by the Director of Facilities and the Executive Director

Functional Relationships:

Reports to the Director of Facilities. Assists Director of Facilities with supervision and scheduling of Building and Grounds staff, contract employees and outside contractors. **Works closely with** Assistant to the Director

of Facilities, Director of Security, Senior Curator, Registrar, Chief Preparator, all Department Heads and Events Manager. This position is classified as Exempt, Administrative/Professional.

Qualifications:

BA Degree; minimum five (5) years of relevant facilities or construction managements experience including two (2) years of supervisory experience.

1. Experience in a museum or like environment and a background in renovation/construction is preferred.
2. Working knowledge of electrical and plumbing systems and be able to make minor repairs to same.
3. Working knowledge of Building Automation Systems.
4. Working knowledge of construction and building maintenance, mechanical, HVAC, refrigeration and building control management equipment and systems.
5. Working knowledge of principles and practices of federal, state and local law, code and regulations applicable to the work, including regulations applicable to safe work practices and procedures
6. Experience interacting with vendors and the general public
7. Proficiency in Microsoft Office including Word and Excel
8. Highest ethics as they relate to all aspects of business
9. Ability to understand and maintain the highest levels of confidentiality
10. Possess a valid Florida driver's license
11. Ability to work well with others and meet deadlines in a fast paced environment
12. Knowledge of materials and products used in building maintenance
13. Must be a self-starter, good manager of time; good communication and organizational skills; display a well composed professional attitude at all times, especially when working in the public eye; dresses appropriately for all occasions; detail oriented with ability to multitask

Skills and Abilities:

Physical requirements include the ability to lift and or move up to 50 lbs. as necessary; ability to walk up and down stairs and climb ladders and scaffolding while carrying equipment or supplies; ability to handle various types of power or manual equipment and operate required machinery.

Work environment characteristics are extremes of temperature while working in mechanical rooms or with equipment outdoors and regularly exposed to wet or humid non-weather conditions; occasionally be exposed to working near moving mechanical conditions work in high precarious places, near fumes or airborne particles, caustic chemicals, and extremes of outdoor weather conditions and temperatures. Safety products used for various types of protection are provided and will be required while performing specific tasks.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Bonnie Wetherell at bwetherell@verobeachmuseum.org