
JOB TITLE: Facilities Manager
REPORTS TO: Executive Director
EXEMPT: Yes
SALARY RANGE: \$70,000-\$80,000
DATE: February 2023

ABOUT MMA

MMA was founded in 1959 and is a privately funded non-profit with an operating budget of 2.2 million dollars. The Museum has both endowed sources of support and raises approximately 1 million dollars annually. MMA currently has 20 full and part-time staff and more than 50 volunteers who lead the Board or serve as docents. The Museum seeks candidates of diverse experiences and backgrounds with a passionate commitment to the arts and cultural sector, museums, and public education.

OVERVIEW

The Facilities Department performs all necessary oversight and maintenance of the Museum's properties. The facilities team is highly collaborative within the department and across the Museum. Attention to project detail, timeliness, and strong maintenance skills are vital to thrive in this department.

POSITION SUMMARY

The Facilities Manager directs, coordinates, and manages three Museum properties.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintains buildings and grounds, ensuring safety, security, and cleanliness at all times.
- Work is hands on cleaning, electrical, plumbing, carpentry, plastering, painting, roofing, and general repair.
- Responsible for budgets, estimates, paying bills, ordering supplies, and record keeping.
- On call 24/7 as first responder for alarm system, meeting police and/or fire department at the facility.
- Ensures assigned equipment is in proper working order and available for use.
- Maintains physical space, ensuring a safe, clean, and functional environment.
- Receives, manages, and processes work order requests; ensures problems are resolved quickly.
- Acts as liaison between employees, vendors, and contractors.
- Drafts and implements preventive maintenance schedules for buildings and equipment.
- Ensures safety standards are followed throughout facility.
- Participates on emergency preparedness planning team.
- Applies, or assists with application, for required environmental permits.
- Maintains inventory of supplies; reorders as needed.



OTHER RESPONSIBILITIES

- Other duties as assigned by the Executive Director.
- Other departmental functions on an as needed/ad hoc basis.

GENERAL JOB PERFORMANCE STANDARDS

- Dexterity of skillsets to repair, refurbish, build, construct, and maintain buildings, furniture, roofs, driveways, and grounds.
- Willingness to work with others to achieve MMA goals.
- Ability to prioritize critical demands to protect the safety of employees, members, and patrons.
- Respect for art and the educational mission of the MMA.
- Patient with multiple demands and changing priorities on a limited budget.
- Sincere interest and commitment in serving the community.
- Practical, pragmatic, with common-sense problem-solving capacities
- Commitment to sustainable cleaning and waste management techniques.
- Must present a positive attitude, a cooperative spirit, and a leadership style that is characterized by highly ethical practices and a commitment to diversity/inclusion, openness, flexibility, integrity, and mindfulness.

QUALIFICATION REQUIREMENTS

- Five or more years' experience demonstrating the requisite skills and abilities for custodial, grounds maintenance, waste management, and facility operations (preferably museum).
- Heavy emphasis on 'hands on' capacity to repair/refurbish and/or build exhibits/walls/pedestals.
- Ability to perform daily general maintenance; skilled in the proper use of equipment, materials, and accepted janitorial techniques and equipment.
- Experience with developing requests for proposals and working with vendors; ability to analyze bid documents and quotations accurately and make appropriate decisions.
- Record keeping, organizing work priorities, effective written and oral communication to Museum stakeholders.
- Can establish and maintain cooperative and effective working relationships within a diverse community.
- Excellent verbal and written communication skills including proficiency in Microsoft Office Suite or related software necessary to create and maintain reports and logs.
- Excellent organizational skills and attention to detail.
- Ability to perform well in a fast-paced environment.



PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

PHYSICAL DEMANDS

ENVIRONMENT:

- Approximately 75% of the time performing job duties is spent indoors, within a standard building environment.
- Approximately 25% of the time is spent outdoors
- Noise level in the work environment is usually moderate
- The temperature of the work environment is moderate and ranges from 65 – 80 degrees

PHYSICAL DEMANDS:

- Seldom (1-5%): sit
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel
- Frequently (34-66%): climb or balance; lift up to 25 lbs.
- Continuously (67-100%): stand, walk, reach with hand and arms, use hands to handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; lift (up to 10 lbs.)

MACHINES, TOOLS, AND EQUIPMENT:

- Seldom (1-5%): writing instruments, computer
- Occasionally (6-33%): telephone, landscaping tools, painting tools
- Frequently (34-66%): maintenance tools
- Continuously (67-100%): janitorial tools

TRAVEL:

- This job requires minimal routine travel within close proximity to the regular assigned work location.

Please send a résumé and cover letter to hr@montereyart.org
We will only contact those candidates selected for further screening.

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