



# Facilities Manager Job Description

The Facilities manager will oversee all building operations and grounds maintenance for The Children's Museum of Cleveland. They will be responsible for ensuring the facilities are safe, up to code, and fully operational. Candidate must be capable of performing basic maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, HVAC and electric. The facilities manager will be responsible for managing contractors, managing one employee, working with Directors, AND working alongside staff to exceed our customer's expectations. Must maintain excellent analytical, communication, and leadership skills and possess attention to detail. Work will be a regular schedule including one weekend day. Flexible schedule and extra hours will be required for emergencies, special events, and/or to meet deadlines.

## Essential Responsibilities

- Plan and prioritize facility maintenance including grounds and operational programs. Overseeing all building functions. Coordinating all maintenance issues and schedules.
- Perform basic maintenance and service in the areas of plumbing, carpentry, painting, plastering, HVAC and electrical.
- Managing all vendor contracts; Coordinating building security and maintenance services including contracted elevator, fire alarm, custodial and landscape services.
- Ensuring efficiency and cost effectiveness of all building systems. Preparing operating reports and budgets. Preparing cost estimates for moves and equipment. Negotiating bids and contracts for third party workers.
- Coordinating site safety programs to maintain a safe environment for all employees and visitors.
- Ensuring all processes and compliance programs are met. Ensuring all utility systems are inspected and in accordance with regulations.
- Managing facilities planning and space allocation.
- Communicate and Coordinate with department heads and building contractors.
- Managing and supervising all facilities personnel.
- Preparing and filing reports with government and regulatory authorities including environmental permitting



## Facilities Manager Requirements

- High school degree with 5 to 7 years related experience; bachelor's degree in engineering, facilities management, business management or related field preferred. Certification in facilities management a plus. Previous experience in maintenance supervision.
- Ideal candidate will have a positive attitude and be a problem-solver
- Ability to physically stand, bend, squat, and lift up to 70 pounds
- Follows all company policies and procedures
- Able to multitask, prioritize, and manage time efficiently
- Goal-oriented, organized team player
- Encouraging to team and staff; able to mentor and lead
- Self-motivated and self-directed
- Experienced at compiling and following strict budgets
- Accurate and precise attention to detail
- Strong written and verbal communication skills
- Possess good customer service skills
- Assists team members when needed to accomplish team goals
- Computer skills; may include scheduling with Microsoft Office Suite or similar software
- Strict adherence to company philosophy and mission statement
- Must pass a drug screen and a criminal background check
- Must possess a valid Ohio Driver's License and proper insurance and reliable transportation

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by The Children's Museum of Cleveland as the needs of the Museum and requirements of the job change.