



explora!

Ideas You Can Touch
Ideas que puedes tocar

Explora Job Description: Facilities Manager

Group: Exhibits and Facilities

Reports to: Director of Exhibits, Environments, and Culture

FLSA status: 40 hours per week (full time); exempt (salaried)

To apply please send a cover letter and resume to Shane Montoya (Director of Facilities and Exhibits) at smontoya@explora.us

Position Summary:

The Facilities Manager is responsible for supervision and management of the facilities and janitorial team, including building maintenance and repair, budgeting, ordering equipment and supplies, scheduling and supervising staff, implementing a preventive maintenance routine, completing work orders, setting up/tearing down for events, and communication to Explora's staff. The Facilities Manager must perform a variety of skilled work in the maintenance and repair of the facility and grounds to include but not limited to plumbing, electrical, and heating/cooling systems. Will schedule, assign, and coordinate the work of staff to accomplish a wide variety of duties related to facilities operation including building maintenance, grounds keeping, and janitorial work.

Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from candidates of color.

Essential Duties and Responsibilities:

- Supervise facilities/operations staff; assign and manage weekly and special event shift schedules
- Assign, manage, and track daily, weekly, monthly, and seasonal routine maintenance and cleaning tasks
- Perform maintenance duties, including HVAC, plumbing, basic electrical, lighting, etc.
- Perform painting, drywall repairs, construction, and demolition as necessary
- Perform and manage janitorial duties, supervise janitorial contractors, and oversee all cleaning functions of the facility
- Perform and manage groundskeeping/landscaping functions on the property, such as snow and ice removal, lawn mowing, tree trimming, irrigation monitoring and maintenance, and all other seasonal grounds duties
- Move heavy furniture, supplies, and miscellaneous equipment, as needed
- Monitor contractor performance and work closely with outside vendors and contractors to ensure work is completed according to budget and specifications
- Solicit bids and quotes from vendors; purchase equipment and supplies within the maintenance budget
- Ensure fire and other emergency equipment remain in good working condition
- Perform any and all tasks needed to maintain the safe operation of the Explora building and grounds
- Work with Director to develop safe work practices that are in line with Explora procedures and with governmental regulations
- Interact well with all levels of management, peers, coworkers, suppliers and vendors; coordinate

with other groups as needed

- Comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and visitors
- Maintain a current and valid driver's license to perform work duties if position requires activities that require travel
- Work some weekends and late hours, as business needs dictate
- Play an active role in supporting Explora's mission and core values
- Other duties as assigned by director or manager

Minimum Qualifications:

- 5+ years experience in building maintenance
- 3+ years supervisory experience
- HVAC experience, gas fired boiler maintenance experience
- Knowledge of carpentry, construction, plumbing, and electrical work
- Excellent communication, supervision, leadership, organizational. and planning skills
- Basic computer skills required

Work Conditions and compliance:

- Requires standing and/or walking, with regular need to perform physical actions that include, sitting, stooping, kneeling, crouching, reaching, handling materials, pulling, carrying and pushing.
- Requires effective eye-and-hand coordination and manual dexterity
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds.
- Facility may expose employee to loud noise levels, temperature changes and physical obstacles.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.
- Position may require a person to be bonded.
- Background check required.