

Position: Explora Weekend Facilities Manager

Group: Facilities

Position: Weekend Facilities Manager

Reports to: Facilities Manager

FLSA status: 40 hours per week (full time); starting salary range \$42,000- \$45,000; exempt, with 100% employer-paid health insurance premiums and additional benefits; or up 29 hours per week (part-time); starting salary \$21/hr; non-exempt



Position Summary:

The Weekend Facilities Manager is responsible for the supervision and management of the facilities and janitorial team on weekends and in the absence of the Facilities Manager. This includes building maintenance and repair, budgeting, ordering equipment and supplies, scheduling and supervising staff, following preventive maintenance routines, completing work orders, setting up/tearing down for events, and communication to Explora's staff. When both the Facilities Manager and Weekend Manager are onsite, the Weekend Manager functions as assistant manager to the Facilities Manager and serves as a key partner for the implementation of the facilities team's daily operations.

The Weekend 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, heating/cooling systems, and landscaping. The Weekend Manager must be able to identify and diagnose maintenance issues and provide repair solutions/suggestions with or without supervisory direction. The Weekend Manager also will assist in the scheduling, assigning, and coordinating of facilities 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:

- Act as the partner and second-hand to the Facilities Manager in all aspects of Explora's facility maintenance and operations
- Supervise facilities staff when Facilities Manager is not onsite
- 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 and Manager to develop safe work practices that are in line with Explora procedures and governmental regulations
- Interact well with all levels of management, coworkers, vendors and museum visitors; coordinate with other working groups as needed
- Work weekends and later hours; adjust schedule as business needs dictate
- Play an active role in supporting Explora's vision, mission, and core values
- Other duties as assigned by director or manager

Minimum Qualifications:

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

Work Conditions:

- 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.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Requires effective eye-and-hand coordination and manual dexterity
- May occasionally require lifting of various materials and equipment to a maximum of 75 pounds.

Employment Screening and Compliance:

- Background check required.

- Employees must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers.
- Employees must maintain a current and valid driver's license to perform work duties
- Position may require a person to be bonded.