



## JOB POSTING

<b>Position Title:</b>	<b>FACILITIES MANAGER</b>
<b>Employment Category:</b>	Full Time/Non-Exempt

### Overview:

As Facilities Manager at The Buffalo History Museum, you will be responsible for maintaining three historic buildings and their associated grounds. You will supervise two custodians who assist in cleaning and maintaining the buildings. You will oversee building systems contracts and maintenance including HVAC, plumbing and electrical, landscaping and custodial. As the Facilities Manager, you are an essential team member focused on ensuring that the Museum’s historic buildings are well-maintained for future generations to enjoy.

### About Us:

The Buffalo History Museum has been Western New York's premier historical organization since 1862. We are the keepers of the authentic stories that make our community unique. An inspired group of history makers founded The Buffalo History Museum, then called the Buffalo Historical Society, in 1862. Although much has changed since 1862, our mission to preserve and share the history of our region for future generations has not.

The Buffalo History Museum campus currently consists of three buildings:

1. the main Museum building was built in 1901 as the only permanent structure from the Pan-American Exposition – we consider it our largest artifact.
2. our Resource Center at 459 Forest Avenue, was built as a trolley barn in 1892 and now serves as our collections storage facility.
3. and the Reinstein Building, which is located across the parking lot from the Museum and houses administrative offices, was originally a private residence built in 1920.

### Principal Responsibilities

#### Lead custodian team to maintain clean buildings. (40%)

- Establish and maintain with custodial team high standards of building maintenance, cleanliness, and safety.
- Manage staff respectfully and effectively.
- Create maintenance schedules and define procedures ensuring cleanliness, safety, and sustainability for our buildings and grounds.
- Ensure that events are set up and torn down in a timely and efficient manner, with the least amount of guest experience impact possible.
- Recruit, hire, and train new custodial staff as needed.

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### **Take proactive approach to building and grounds maintenance. (60%)**

- Perform daily inspections of buildings and grounds, and systems to ensure a well running, problem free building for guests and employees, and finding ways to improve the guest experience.
- Manage maintenance contracts for landscaping, HVAC systems, boilers, water pumps, sewage pumps, life safety systems, elevators, etc.
- Respond to all building system failures. Diagnose their cause and supervise all activities required to restore property operation.
- Manage building repair projects, either by performing maintenance yourself or hiring and acting as main liaison for outside contractors.
- Prepare facilities for changing weather conditions.
- Manage inventory and purchase of all maintenance and cleaning supplies.
- Identify and obtain estimates for future capital projects and maintenance needs.
- Other duties as assigned.

### **Qualifications:**

- Passion for the Museum's mission and for stories of WNY.
- Strong leadership and communication skills.
- 3+ years' experience managing a team.
- Customer service skills, and the ability to interact both courteously and firmly with guests.
- Proven ability to thrive in a fast-paced environment, including organizational skills to prioritize and follow through on tasks, and ability to stay calm under pressure.
- Must be able to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Working knowledge of basic maintenance, safety, security, and fire prevention regulations and best practices.
- Experience performing general repairs and maintenance.
- Proficiency with Microsoft Office 365 programs and general computer skills
- Must be available to be on-call after hours to respond to emergency situations.
- Must be available to work a flexible schedule, sometimes including weekends and evenings.
- Must have car and valid NYS driver's license.
- Must be a team player and hands-on leader custodial staff.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above



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the shoulders and lifting of up to 50lbs. lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. will be required.

### **Salary and benefits**

This full-time, non-exempt position will offer a wage range of \$40,000 to \$45,000 annually, depending on experience. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

### **How to Apply**

Please prepare a cover letter and resume in one PDF document, saved as "Last name. First name. Facilities" and "Facilities Application" in subject bar to Desiree Peacock at [dpeacock@buffalohistory.org](mailto:dpeacock@buffalohistory.org) by end of day January 21, 2022. No phone calls.