



Facilities Team Leader
40 hours/week
Non-exempt

Overview:

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

Principal Responsibilities:

Lead facilities team to maintain clean buildings. (40%)

- Lead and work with facilities team members to maintain high standards of building maintenance, cleanliness, and safety.
- Lead staff respectfully and effectively.
- Create maintenance staffing schedules and refine procedures ensuring cleanliness, safety, and sustainability for our buildings and grounds.
- Recruit, hire, and train new facilities staff as needed.
- Perform duties of all facilities team members, filling in for other staff when they are absent.

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 find ways to improve the guest experience.
- Manage maintenance contracts for landscaping, HVAC systems, boilers, water pumps, sewage pumps, life safety systems, elevators, etc.
- Responding to all building system failures, managing them until resolution.
- Manage building repair projects, either by performing maintenance yourself or hiring and acting as main liaison for outside contractors.
- 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.
- Must be a team player and hands-on leader for the facilities 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 a valid NYS driver's license and reliable transportation to work.

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 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 \$45,000 to \$48,000 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. Resumes will be reviewed on a rolling basis until position is filled. No phone calls.