
Title of Position *	Director of Facilities
Institution *	San Antonio Museum of Art
Position Location: City & State *	San Antonio, TX
Position Closing Date	<u>Saturday, March 31, 2018</u>

About the Institution

Institution Website Address <http://www.samuseum.org>

Summary of Responsibilities

The Director of Facilities works in the San Antonio Museum of Art, with primary responsibility for the care of a historic campus, including twelve acres located on West Jones Avenue in downtown San Antonio, Texas. Duties will include management of: the maintenance and repair of all museum buildings and support systems (including HVAC, electrical, lighting, plumbing, fire-life safety, and water features); interface with utility partners; and assistance with management of capital construction projects.

ESSENTIAL RESPONSIBILITIES

- Assists the Chief Operations Officer (COO) in managing the day-to-day safe and efficient operation, maintenance and repair of physical plant and campus equipment including: heating, ventilation and air conditioning systems; electrical; interior and exterior lighting; plumbing; fire-life safety systems; and water features.
- Creates and maintains required training protocols and SOPs for functions relating to facilities department activities and building systems
- Hires, trains and manages department personnel, including mechanics and technicians; sets and monitors employee goals and performance evaluations.
- Manages the use and training of computer software programs designed to monitor and control HVAC systems
- Assists the COO in scheduling and hosting contractors and vendors, including site visits by inspectors, utilities, city officials and regulators
- Assists the COO in managing capital improvements, renovation projects, and facilities modifications, as well as supports other Museum departments with exhibition installation, as needed
- Manages the development and oversight of emergency preparedness and disaster response plans, related to building systems
- Is responsible for the procurement, safe storage and use of assets for the department, including tools, chemicals and miscellaneous equipment
- Develops and maintains current hardcopy and digital files pertaining to equipment operating manuals, warranties, licenses, permits, vendor contracts and safety manuals relating to building systems
- Oversees the documentation of Material Safety Data for use by all museum staff; kept current for inspection
- Performs other departmental duties, as required

Required Qualifications

MINIMUM QUALIFICATIONS

- College-level work and/or technical training and experience in mechanical engineering systems, with course work in project management, systems management, and safety, preferred
- Ten years of hands-on experience in plant engineering, or some combination of similar experience, which would develop skills in completing and managing a range of physical plant maintenance and repair duties, including minor construction projects
- Familiarity with a similar museum work environment is preferred, such as a university, hospital, library or research lab is desirable
- Flexible schedule (must be able to work evenings, weekends and some holidays, for emergency response or special events, as required)
- Must be available for extended hours on a project-by-project basis

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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.

- Regularly requires periods of physical activity, including climbing ladders, operating valves, lifting at least 50 lbs., and pushing 75 lbs. with the assistance of a cart
- Variant noise levels
- Evening and weekend work may be required

Compensation

Apply at this Website:

Apply with this email: employment@samuseum.org

Special Instructions to Apply: Interested applicants may send a resume and cover letter (with salary requirements) to Elda Martinez at employment@samuseum.org, or call 210.978.8150 for more information.

San Antonio Museum of Art is an equal employment opportunity employer.
