

**Madison Children's Museum
JOB DESCRIPTION**

Position Title: Building Manager	Division/Department: Visitor Services Department
Supervisor: Director of Visitor Services	FLSA Status: Exempt
Pay Grade: Annual Salary \$35,360	Date Updated: 10.28.09

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

The Building Manager helps protect organizational investments, meet organizational goals and objectives, and ensures that the museum is an attractive and safe public venue by overseeing the optimal functioning of the facility and grounds, building systems, and custodial services.

ESSENTIAL JOB FUNCTIONS

1. Operates and maintains building systems. (30%)

- Undergoes training on mechanical, electrical, plumbing, fire protection, and security systems for the new building.
- Operates systems to optimal performance and to meet required safety codes.
- Develops and implements a maintenance plan for all systems and equipment.
- Maintains file of operating manuals, warranties, maintenance log, and equipment repairs.
- Coordinates services of outside vendors as necessary.
- Provides annual budget information for equipment purchase/repair and contracted services.

2. Oversees cleaning and maintenance program. (25%)

- Hires, trains, evaluates, coaches, and supervises facilities maintenance staff.
- Schedules facility maintenance staff, ensuring appropriate coverage for both public hours and special events.
- Develops and implements cleaning program including equipment and chemical selection, cleaning methods, and cleaning schedule.
- Purchases and maintains inventory of cleaning equipment and supplies.
- Provides annual budget information for cleaning equipment and supplies.
- Works closely with the Exhibits Department to develop and implement a preventative maintenance program for exhibits and other public areas.

3. Maintains grounds. (20%)

- Ensures an attractive and clean building exterior, including removal of trash and graffiti.
- Performs or supervises basic landscaping on building grounds and rooftop, including grass cutting, watering, and weeding.
- Coordinates with snow removal vendor; shovels snow and removes ice as necessary.
- Provides annual budget information for grounds equipment, supplies, and contracted services.

4. Paints and repairs. (10%)

- Repaints walls, doors, and other building or exhibit elements as required to maintain a fresh and clean appearance.
- Repairs or contracts for repair of broken or nonfunctioning building elements (e.g., broken windows, leaks, jammed doors, torn carpet).
- Repairs or contracts for repair of equipment not mentioned above (e.g., café equipment, refrigerators, solar panels).
- Provides annual budget information for repair and paint allowance.

5. Oversees and organizes storage areas. (5%)

- Ensures that building maintenance supplies, chemicals, and equipment are stored safely and efficiently.
- Oversees the usage of common museum storage areas and ensures spaces are utilized safely and efficiently.

SECONDARY JOB FUNCTIONS (10%)

1. Responds to emergency calls and/or supervises and coordinates response.

2. Assists staff in moving equipment and supplies.
3. Assists with exhibit installation.
4. Assists with special events as required.
5. Performs other duties as assigned.

JOB QUALIFICATIONS

Necessary Education or Work Experience

- High school diploma or equivalent.
- 2 years management or supervisory experience.
- 3 years of related experience and/or training.
- Experience working with diverse personalities and age ranges.

Required Knowledge and Skills

- Demonstrated knowledge and experience with building systems (mechanical, electrical, plumbing, fire protection, security), custodial procedures, landscaping, painting, and light carpentry.
- Intermediate use of basic hand and power tools, aerial work platform, and cleaning equipment.
- Knowledge of workplace safety procedures and personal protective equipment.
- Basic use of email, word processing, and spreadsheets.
- Excellent organizational and communication skills.
- Weekend and occasional evening work required.
- Ability to work independently, exercising sound judgment and decision making in order to meet specific goals and objectives with competing deadlines and requests for time and resources.

Preferred Qualifications/Requirements:

- Bilingual English-Spanish skills preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and bend over; frequently required to use hands to finger, handle, or feel; and required to talk, hear, and see with the ability to focus. The noise level in the work environment is usually moderate to loud. Ability to stand, walk, climb, crawl or sit for prolonged periods with or without back support. Ability to perform heavy physical work, frequently lifting or moving more than 50 pounds. Dexterity and hand/eye coordination necessary to operate hand & power tools, equipment, computers and computer-related equipment. Ability to move throughout the buildings and grounds areas with time spent working indoors and outdoors in varying weather and temperature conditions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.