

The Grace Museum

Job Description: Facility Manager

Date: October 15, 2025

Job Category: Full-Time, Exempt, M-F 8am -5:30pm, On Call

Reports To: Director of Finance and Human Resources

Conditions of Employment

The Facility Manager is employed by the Executive Director in consultation with the Executive Committee and is subject to the personnel policies established by the Board of Trustees. Employment continues for as long as the working relationship remains mutually satisfactory to both employer and employee.

Position Summary

The Facility Manager is responsible for overseeing the daily operations, maintenance, and safety of The Grace Museum's buildings and grounds. This position ensures the proper functioning of all facility systems—including mechanical, electrical, security, technology and coordinates with vendors, contractors, and staff to maintain a clean, safe, and welcoming environment for visitors and employees. In addition, the Facility Manager supports staff in all technology and audio/visual needs. The Facility Manager must be available on a 24-hour basis to respond immediately to security or maintenance emergencies.

Essential Duties and Responsibilities

General Operations & Maintenance

- Open and close the Museum daily, including arming and disarming the security system.
- Serve as the 24-hour on-call contact for all security and maintenance issues, including after-hours calls from the security company.
- Conduct regular cleaning of exterior areas, including windows, sidewalks, stairs, parking lots, parking garage, and courtyard.
- Perform painting, small repairs, and general upkeep of the building.
- Ensure compliance with all health, safety, and building codes.
- Maintain maintenance logs in mechanical rooms for preventive maintenance.
- Conduct regular inspections of the building and property to identify needed repairs.
- Replace light bulbs and clean fixtures throughout the Museum as needed.

Vendor and Contractor Coordination

- Oversee contractors performing maintenance, inspections, and testing of HVAC, alarm, and other facility systems.
- Supervise and evaluate janitorial service to ensure compliance with service agreement.
- Coordinate with vendors for routine and special maintenance needs.

Technology and Security

- Oversee security and access control systems.
- Train staff on alarm and security procedures as needed.
- Provide general day-to-day technology and A/V support to staff.
- Conduct CPR and defibrillator training sessions.

Custodial and Janitorial Support

- Monitor restrooms daily for cleanliness and supply needs.
- Complete janitorial tasks not covered by contract services.
- Ensure janitorial storage areas and trash collection points are kept clean and organized.
- Remove trash from the basement daily to prevent pests.
- Wash trash cans and mop buckets quarterly or as needed.
- Clean the elevator quarterly, including tracks and overhead lights.

Events and Special Projects

- Assist with event setup and breakdown as needed.
- Conduct Monday morning walkthroughs of rental areas; return misplaced items to storage.
- Walk through the Education Classroom and Spark (Children's Museum) regularly to ensure cleanliness and address repair needs.
- Occasionally assist with Museum rentals, events, and fundraisers.

Administrative Duties

- Meet weekly with the Director of Finance and HR to review project progress and discuss concerns.
- Maintain a current routine task list and ongoing project list.
- Respond promptly to staff concerns related to facilities and maintenance.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

Education and Experience

- High School Diploma or equivalent required.
- Previous experience in facility maintenance required or education in specific field.
- Experience with audio/visual systems, computer technology, and basic building systems preferred.

Skills and Competencies

- Mechanical, troubleshooting, and organizational skills.
- Dependable and timely a must
- Ability to manage multiple priorities and meet deadlines.
- Excellent interpersonal and communication skills.
- Proficiency with security and building automation systems is a plus.
- Commitment to maintaining a clean, safe, and professional environment.

Physical Requirements

This position requires a high level of physical activity and endurance. The employee must be able to:

- Sit, stand, walk, and climb stairs for extended periods.
- Lift and carry 50 pounds or more.
- Climb ladders and work at heights.
- Bend, stoop, and lift to move and retrieve materials.
- Operate manual and power tools (e.g., drills, saws).
- Paint walls, sculpture stands, and other surfaces as needed.
- Move crates and other materials for unpacking, packing, and storage.

Acknowledgment

This job description outlines the general nature and responsibilities of the position.

Additional duties, routine task lists, and project assignments may be provided as needed.

The Museum reserves the right to modify this description to accommodate organizational needs or requirements of the Americans with Disabilities Act (ADA).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____