

THE GRACE MUSEUM
AHS Facility Manager
At Abilene Heritage Square

JOB DESCRIPTION: Abilene Heritage Square (AHS) Facility Manager

JOB CATEGORY: Full-Time, Salary Exempt

ACCOUNTABILITY: The AHS Facility Manager reports to the AHS Director of Facility Operations.

CONDITIONS OF EMPLOYMENT: The AHS Facility Manager is employed by the Executive Director, in consultation with the AHS Director of Facility Operations, and is subject to the personnel policies established by the Board. Employment continues for such a period as the working relationship remains mutually satisfactory to both employer and employee.

The AHS Facility Manager will work a regular schedule that includes Saturdays and may be required to work evenings, special events, and other times as necessary to meet the operational needs of Abilene Heritage Square.

RESPONSIBILITIES: Under the direction of the AHS Director of Facility Operations, the AHS Facility Manager is responsible for supporting the daily operation, maintenance, safety, cleanliness, security, and functionality of Abilene Heritage Square. The Facility Manager will work closely with the Director of Facility Operations to ensure that the campus, buildings, equipment, technology, and event spaces are properly maintained and operational.

The Facility Manager will develop a thorough working knowledge of AHS building systems and facility technology and will be expected to operate, monitor, troubleshoot, and provide day-to-day support for these systems. The position will serve as an important operational resource to the Director of Facility Operations and will provide coverage and support for facility operations when the Director is unavailable.

ESSENTIAL JOB RESPONSIBILITIES AND DUTIES:

RELATED TO FACILITY OPERATIONS AND MAINTENANCE:

1. Open and close the facility as assigned and operate the security alarm system.
2. Assist the Director of Facility Operations with the daily operational needs of the AHS campus and buildings.
3. Conduct regular inspections of buildings, grounds, event areas, bathrooms, storage areas, and mechanical spaces to identify cleanliness, safety, maintenance, and repair needs.
4. Maintain the cleanliness and safety of exterior building areas, including sidewalks, stairs, parking areas, and Innovation Park.
5. Inspect bathrooms regularly for cleanliness, trash removal, and proper restocking of supplies.
6. Perform routine cleaning and general upkeep between contracted janitorial services, including emptying trash and spot cleaning as needed.
7. Assist with maintaining and organizing janitorial supplies, tools, equipment, storage areas, and mechanical rooms.
8. Replace light bulbs, clean fixtures, and perform other routine facility maintenance as needed.
9. Conduct regular walkthroughs of event areas to ensure spaces are clean, safe, properly arranged, and that equipment is stored appropriately.
10. Inspect the Science Center regularly and report or address cleanliness, maintenance, safety, and operational concerns.
11. Clean elevator cabs, including tracks and overhead lights, according to an established schedule.

12. Assist the Director in monitoring contractors and vendors performing routine maintenance, inspections, repairs, or testing of HVAC, alarm systems, plumbing, electrical systems, and other facility equipment.
13. Maintain accurate records and logs of preventive maintenance, inspections, repairs, equipment issues, and other facility-related activities as directed.
14. Perform minor painting, repairs, and general upkeep duties as needed.
15. Assist with the setup, breakdown, and maintenance of facilities for rentals, programs, special events, and other activities.
16. Assist with moving, storing, unpacking, and organizing equipment, supplies, crates, furniture, and other materials as needed.
17. Maintain a weekly list of routine, maintenance, and project-based duties and communicate progress and outstanding needs to the Director.
18. Respond promptly to facility-related concerns and notify the Director of significant issues, safety concerns, equipment failures, or needed repairs.
19. Assist the Director in maintaining a safe, clean, functional, and welcoming environment throughout the AHS campus.

RELATED TO FACILITY TECHNOLOGY AND BUILDING SYSTEMS:

1. Develop a working knowledge of AHS facility technology, building control systems, security systems, surveillance equipment, access control systems, and other technology used in daily facility operations.
2. Operate and monitor building control systems and technology as assigned.
3. Learn and assist with the operation and management of building access systems, including badging, keys, and other access-control technology.
4. Monitor building surveillance equipment and security systems and review security footage as needed.
5. Assist with troubleshooting facility technology and equipment and determine when issues require vendor or technical support.
6. Work with the Director and outside vendors to learn, maintain, and operate facility technology and building systems.
7. Assist campus employees with basic facility technology and operational needs when appropriate.
8. Maintain awareness of system alerts, equipment problems, security concerns, and other technology-related issues that may affect facility operations.
9. Assist with coordinating service calls and communicating with technology, security, and building-system vendors as directed by the Director.
10. Provide operational coverage and support for facility technology systems when the Director is unavailable.
11. Maintain appropriate records, instructions, passwords, equipment information, and other documentation related to facility systems as directed and in accordance with organizational security procedures.

RELATED TO SAFETY AND SECURITY:

1. Follow established safety, emergency, security, and facility procedures.
2. Monitor the facility for safety hazards and report or address issues promptly.
3. Assist with emergency response procedures involving facility systems, equipment, security, weather events, water leaks, power outages, alarms, and other building emergencies.
4. Communicate with the Director regarding security incidents, facility emergencies, and other situations requiring immediate attention.
5. Assist with communication with security companies, law enforcement, emergency personnel, and vendors when directed.

6. Provide surveillance footage or other facility information to law enforcement when authorized by the Director or Executive Director.
7. Maintain confidentiality regarding security systems, surveillance footage, access information, incidents, and other sensitive facility information.

REQUIRED EDUCATION, SKILLS, ABILITIES, AND KNOWLEDGE:

- Bachelor's degree in Facility Management, Building Management, Construction Management, Business Administration, Engineering, Information Technology, or a related field preferred. Five (5) years of progressively responsible experience in facility management, building operations, maintenance, construction, technology systems, or a related field may substitute for the educational requirement.
- Ability and willingness to learn and operate building technology, security systems, access-control systems, surveillance equipment, and other facility systems.
- Ability to learn new technology and building systems and apply that knowledge to daily operations.
- Familiarity with building systems, equipment, maintenance procedures, and general facility operations preferred.
- Strong mechanical aptitude and ability to troubleshoot routine facility and equipment problems. Ability to work independently, prioritize tasks, and follow through on assigned responsibilities.
- Ability to communicate effectively with the Director of Facility Operations, staff, contractors, vendors, event personnel, and members of the public.
- Ability to maintain accurate records, logs, schedules, and maintenance documentation.
- Ability to respond appropriately and calmly to facility emergencies and unexpected situations.
- Ability to work Saturdays as a regular part of the work schedule.
- Ability to work evenings, weekends, special events, and other nontraditional hours as needed.

PHYSICAL REQUIREMENTS:

- Sit, stand, walk, and climb stairs throughout the facility for extended periods.
- Lift and carry at least 50 pounds or more.
- Climb up and down ladders safely.
- Bend, stoop, kneel, reach, and lift to move and retrieve materials.
- Perform minor painting and general maintenance duties.
- Move equipment, furniture, crates, supplies, and other materials as needed.
- Safely use manual and power tools, including drills, saws, and other maintenance equipment.
- Work indoors and outdoors and in varying weather conditions as required by facility operations.

GENERAL STATEMENT

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned. The employee may be required to perform other job-related duties as requested by the AHS Director of Facility Operations or Executive Director. All requirements are subject to change over time and may be modified to reasonably accommodate institutional needs or individuals with disabilities.

ACKNOWLEDGMENT

I acknowledge that I have read and understand the responsibilities and duties of this position and accept them as conditions of employment.

Employee Signature _____ Date _____

AHS Director of Facility Operations _____ Date _____

Executive Director _____ Date _____