



# MUSEUM OF DISCOVERY AND SCIENCE

## JOB DESCRIPTION

**POSITION TITLE:** Assistant Building Superintendent

**DIRECT ACCOUNTABILITY:** Building Superintendent

### **SUMMARY:**

The Assistant Building Superintendent (ABS) works as a hands-on supervisor to assist Building Superintendent in the supervision of the Building Services, Janitorial, and Security Departments to ensure that the building, mechanical equipment, and grounds are maintained in an appropriate manner. The ABS is charged with supporting the day-to-day implementation of policies, procedures, programs, and workplace services, and practices with delivery that provides a well-managed and well-maintained building. Places an emphasis on a positive response to the concerns and needs of museum guests, internal and external, environmental health and safety, and quality programs in coordination with the Museum's goals and objectives.

### **QUALIFICATIONS:**

Associate degree in facilities management, building, business, or another related field required, Bachelor's degree preferred. Engineering, Business or technical training or certifications a plus. A minimum of 3-5 years relevant experience, preferably in commercial industry with facility management experience required. Experience in maintenance, construction, engineering, and all facets of property operation and building management preferred. Ability to read and understand construction specifications and blueprints. Proficient in understanding management agreements and contract language. Excellent computer and systems knowledge; Strong literacy in Microsoft Office Suite (MS Word, Excel, PowerPoint.)

### **RESPONSIBILITIES:**

1. Provide a safe, clean, comfortable, secure, worry free, and productive physical environment for staff to work and guests to enjoy themselves.
2. Assists in Hiring, training, evaluating, and supervising staff and/or contractors for security, janitorial, building, and equipment maintenance and the rear reception desk.
3. Helps Building Superintendent in the preparation specifications and bid contracts in a manner that ensures effective, efficient service; maintain user satisfaction while reducing or restricting the escalating costs of maintaining and operating the facility.
4. Maintains inventory of lighting fixtures and building equipment maintenance supplies.
5. Supports the overall daily maintenance of the building, theater, and grounds; and monitor all areas of the building, grounds, and theater on a regular basis to ensure problems are corrected immediately and normal deterioration is kept to a minimum.
6. Perform various maintenance tasks such as plumbing repairs and light construction requiring the use of power tools (hand drills, saws, forklift, etc.).
7. Serve on the Safety Committee and participates in museum's risk management efforts.

8. Assists in the preparation of the Museum in the event of hurricane warnings and watches, or other emergencies, and implement the Museum's preparedness plan during hurricanes or other emergencies. The ABS (and their families if you like) may be required to stay at the Museum during a hurricane unless it is a category 4 or higher.
9. Coordinate with city public works, parks, or other appropriate departments to ensure neighboring public areas are maintained; maintain awareness of any neighborhood safety or environmental issues that might affect the museum's visitors or employees.
10. Maintain cooperative relationships with all neighboring property owners and business-owners, with particular attention to contiguous properties.
11. Backs building Superintendent in managing the janitorial, security, and building maintenance staff and projects, setting goals, work schedules and performance standards.
12. Perform other related duties requested.

#### **COMPETENCIES:**

1. Written and Verbal Communication Skills.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Technical Capacity.
7. Stress Management/Composure.
8. Project Management.
9. Communication Proficiency (oral and written)
10. Problem Solving/Analysis
11. Leadership

#### **SUPERVISORY RESPONSIBILITY:**

This position will assist in supervising staff during events.

#### **WORK ENVIRONMENT:**

This job operates in a professional museum environment. Will need to work with modern technology including walkie talkie radio, computer, microphones, and tablets. This role routinely uses standard office equipment such as phones, photocopiers, filing cabinets and fax machines.

#### **PHYSICAL DEMANDS:**

This job operates in a fast-paced, informal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, pushing, sitting on the floor and carrying items upstairs. Must be able to work in high spaces 30' and higher, and work in awkward positions: prone, supine, etc. with ability to work 8 hours a

day at a bench or moving from area to area as the situation demands. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures. prone, supine Must be able to stand for long periods of time.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time, salaried, exempt position, 40 hours per week. Days and hours of work are Monday through Saturday, 9:30 a.m. to 5 p.m. and Sunday 11:30 a.m. to 5:00 p.m. May be required to work some evenings, weekends, and/or holidays.

**TRAVEL:**

No overnight travel is expected for this position. Some local day travel may be required.

**REQUIRED EDUCATION AND EXPERIENCE:**

Associate degree in facilities management, building, business, or another related field required. And a minimum of 3-5 years relevant experience.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

Must have class E driver license.