



11.5.18

Job Description

OPERATIONS AND MAINTENANCE MANAGER

POSITION REPORTS TO

Director of Operations

POSITION SUMMARY

The Operations and Maintenance Manager will be responsible for overseeing all facets of facilities maintenance, preventative maintenance, installation, and repair at Explore & More Children's Museum.

PRIMARY RESPONSIBILITIES

- ✓ Develops maintenance procedures and ensures implementation
- ✓ Carries out inspections of the facility to identify and resolve issues
- ✓ Plans and oversees all repair and installation activities
- ✓ Executes facilities maintenance and upkeep
- ✓ Monitors expenses and control the budget for maintenance
- ✓ Manages relationships with contractors and service providers
- ✓ Coordinates work performed by outside vendors
- ✓ Monitors the use and inventories of spare parts, maintenance supplies, and equipment
- ✓ Keeps maintenance logs and reports on daily activity
- ✓ Trains, schedules, and supervises employees within the maintenance department
- ✓ Ensures the facility adheres to best practices and supports a culture of high safety standards
- ✓ Assures compliance with all OSHA regulations
- ✓ Flexibility in schedule and able to work weekends as needed
- ✓ Additional duties as requested by management

QUALIFICATIONS

- ✓ Associate's Degree preferred; or a degree from a vocational school and/or a Associates Degree in Building Management and Maintenance is required
- ✓ A minimum of 5 years of proven experience as a maintenance manager
- ✓ Stationary Engineer's license preferred
- ✓ Solid understanding of the technical aspects of plumbing, carpentry, electrical systems, etc.
- ✓ Working experience with HVAC systems is required
- ✓ A passion for the Museum and its mission
- ✓ The ability to interpret blueprints and schematics
- ✓ Excellent organization and prioritization skills
- ✓ Ability to keep track of and report on activity
- ✓ Excellent communication and interpersonal skills
- ✓ Knowledge of OSHA
- ✓ Ability to perform work from ladders, scaffolds, and powered lift platforms as necessary
- ✓ Ability to be subject to a variety of physical conditions

Please email cover letter, resume, salary requirements, and references to:

Meghan Ladolcetta at info@exploreandmore.org

Or please mail to:

Explore & More

300 Glead Avenue
East Aurora NY 14052