

## Facilities Manager, Flagler Museum, Palm Beach, Florida

### Immediate Opening

The Facilities Manager is a member of a six-person Leadership Team that reports to the Director.

This position oversees: a Maintenance Supervisor with team of five workers, a Security Supervisor with a team of 10 guards, and about two dozen vendors that serve a physical plant and grounds of about 125,000 sq ft and 8 1/2 acres, with a budget of about \$1.7 million dollars.

The Facilities Manager is responsible for maintaining a preventative and routine maintenance program and must be available 24/7 in case of emergency - the Museum is a 24/7 operation.

Must be willing to put in the time needed and have experience with supervision of staff and vendors, OSHA guidelines and regulations, budgeting (using spreadsheets), climate control systems, maintenance issues and concerns specific to museums, and working as a member of a team. Prima donnas need not apply.

Please mail or email a cover letter and resume to:

John Blades  
Flagler Museum  
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