

Job ISC.7.2 Facilities Manager



REPORTS TO: Director of Facilities and Operations
SUPERVISES: None
STATUS: Classification/FLSA

The Oakland Museum of California values are fundamental to our institutional culture and guide our work together.

Excellence: We are committed to excellence and working at the highest standards of integrity and professionalism.

Community: We believe everyone should feel welcome and part of our community, both within the Museum and with our visitors and neighbors.

Innovation: We embrace innovation and calculated risk-taking to achieve our mission.

Commitment: Our work at the Museum demonstrates a sense of purpose and a shared accountability for the institution's success.

POSITION SUMMARY

The Facilities Manager provides organizational support in the area of facility repair, safety, cleanliness and maintenance. The position schedules, oversees and ensures contract service providers are meeting the objectives outlined in the contracts; this includes managing the day-to-day relationship with vendors. The position supports budget management through value spending, invoice processing and analysis of spending. The position will identify long-term maintenance needs and priorities, including the management of the repairs by the City of Oakland.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following reflects OMCA's definition of essential functions for this position, but does not restrict the tasks that may be assigned. OMCA may assign or reassign duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future
- Contribute to and support the OMCA strategic plan, annual priorities, and institutional initiatives such as diversity advancement
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement

POSITION DUTIES AND RESPONSIBILITIES

- Receive, respond to, and resolve facility maintenance requests
- Purchase, store, and maintain inventory of facility and custodial supplies
- Process invoices for payment; assist with annual budget development and management
- Serve as primary day-to-day liaison to contract service providers to ensure contracts are being fulfilled in a timely and satisfactory manner

- Serve as White Elephant Sale facilities liaison
- Provide ergonomic assessments and resolutions
- Oversee vehicle maintenance and registration
- Provide general administrative assistance to facility and operations team, IIPP team, and emergency preparedness efforts
- Oversee waste management, recycling, and composting programs
- Research products and materials for appropriateness, economy of scale and pricing
- Work with Green Team to develop and implement environmentally sustainable practices throughout the facility
- Assist with implementation and compliance of OSHA requirements
- Other duties as assigned

EDUCATION AND EXPERIENCE

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted:

- High School diploma, GED or equivalent required
- AA or BA in relevant field preferred (i.e. Facilities Management)
- 3-5 years related experience, preferably in a museum

ADDITIONAL QUALIFICATIONS

- Facility maintenance and property/project management
- Inventory management
- Basic budgeting, accounting practices, records management, and legal record retention
- OSHA requirements (IIPP, BCP)
- Earthquake damage mitigation
- MS Office and Google Tools
- Customer service, delegation, and de-escalation techniques
- Teamwork and conflict resolution skills

WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to the following:

- Noise, such as groups of people working in enclosed areas
- Typical office environment
- Ability to lift up to 35 pounds

EEO STATEMENT

The Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring. Qualified candidates of diverse backgrounds are encouraged to apply for open positions.

<https://careers-museumca.icims.com/jobs/1129/facilities-manager/job>