



JOB ANNOUNCEMENT FOR HEAD OF FACILITIES PORTLAND ART MUSEUM AND NORTHWEST FILM CENTER PORTLAND, OREGON

Overview

The Portland Art Museum and Northwest Film Center (referred to as Museum) invites applications for the position of Head of Facilities. The Head of Facilities is responsible for the maintenance of the Museum's buildings and grounds covering 2 city blocks (200,000 sq.ft.) and 3 smaller offsite locations. This includes HVAC, mechanical, electrical, plumbing/hydronic and computerized building management systems, as well as the maintenance and custodial care of the Museum's buildings and grounds. This is a hands-on working position consisting of troubleshooting/resolving planned and unplanned mechanical issues, while leading a team of engineers, maintenance and custodial staff and partnering with security staff. This role includes negotiating contracts with service providers, inspecting facilities to meet safety regulations and coordinating renovations and updates. This position regularly communicates across all departments on maintenance activities at the different Museum buildings.

The Head of Facilities will join the Museum at an exciting time as it moves toward the construction of the new Rothko Pavilion. The position will play a key role in ensuring construction runs smoothly with current facilities and maintenance operations.

Essential Duties & Responsibilities

- Manages daily climate control systems through the BMS computing system, monitors equipment conditions, makes necessary equipment adjustments to assure a consistent climate for the protection of delicate art work
- Hires, trains and manages facilities staff, including maintenance technicians, HVAC engineers, and custodial staff
- Tracks all mandatory licensing agencies required by both city and state. Manages and schedules outside vendors; administers related contracts and agreements; i.e. elevator, pressure vessels, boiler inspections, supporting contractors
- Achieves financial objectives by maintaining department budget
- Designs, implements, and modifies preventive maintenance programs
- Inspects various equipment, and systems to improve and maintain efficiency of all facility related equipment
- Calibrates instrumentation and controls to optimize efficiencies
- Oversees the cleanliness and maintenance of all buildings and grounds, including gallery spaces
- Acts as liaison between Museum and contractors on capital improvements

- Communicates regularly with all maintenance technicians, both individually and as a team, to ensure good two-way communication concerning maintenance issues
- Perform skilled electrical maintenance work in the repair, installation and alteration of HVAC equipment, components, timers, motors and wiring systems as needed
- Oversee and handle OSHA safety regulations and training including: lockout tagout, SDS sheets, and blood borne pathogens
- Train and provide guidance to facility staff on safe handling of chemicals
- Maintains clear and regular communications across departments and with internal and external stakeholders, including frequently updating the maintenance activities calendar

Secondary or Additional Responsibilities

- Participate in the disaster management team
- Performs other related duties as assigned

Supervisory Responsibilities

- Supervises 13+ staff; Custodial Technician, Facilities Technician, Facilities Engineer, and Maintenance Technician
- Decision making authority within department parameters
- Responsible for preparation of annual department budget and meeting financial targets
- Partially accountable for control of capital assets
- Partially accountable for long-range operation planning, while working with the Director of Operations
- Recruitment, mentoring, performance management, training & coaching. Serves as a leadership example being clear on the strategic direction of the department, being accountable and holding others accountable, and centering collaboration and the values of the Museum

Required Knowledge & Skills

If you have any questions along the way including wanting to talk about a non traditional career background, please reach out to HR.

- Standard practices , materials, methods and tools used in the operation and repair of HVAC and refrigeration systems
- Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC, refrigeration and boilers
- Cooling tower and boiler water treatment
- Welding and soldering techniques
- Health and safety regulations
- Basic record-keeping techniques
- Proper methods of storing equipment, materials and supplies
- Demonstrated competency in general maintenance skills (carpentry, painting, janitorial)

- Basic requirements of operating a high security environment
- Knowledge of commercial cleaning products, equipment and supplies
- Excellent verbal and written communication skills
- Work positively in a team environment with coworkers and visitors
- Advanced knowledge of electrical principles and low voltage systems as they pertain to Building Management Systems control, i.e. Honeywell, Siemens, Simplicity etc
- Advanced PC software skills, including building HVAC automation programming
- Thorough understanding of principles, theories, and practices of:
 - o Electrical engineering including distribution systems
 - o Mechanical engineering with comprehensive knowledge of pumping systems
 - o Pipe fitting and plumbing on an industrial level
 - o Instrumentation and controls as they relate to environmental control
 - o Common construction practices
 - o Hydronic systems
 - o Water chemistry as related to open and closed loop systems
 - o Steam and hot water generation and combustion efficiencies

Education, Formal & Informal Experience, Training Required, Certification, Etc.

- Bachelor's degree in Facility Management or Engineering; trade school; or equivalent professional experience
- Minimum 5 years HVAC experience along with electrical and plumbing
- Minimum 5 years of experience in management skills
- Previous experience with construction or expansion highly preferred

Job Conditions

- Exempt/salaried position
- Schedule/Hours: 40+ hours per week (6:00am - 3:00pm)
- Onsite/Not Remote
- Occasional travel
- Night, evenings, and weekend hours as needed
- On-call status
- Extensive computer work
- Work with chemicals

Physical Activities

- Frequent standing, walking, bending body to wait, use of fingers, talking, reaching, hearing, feeling, handling, and grasping
- Occasional kneeling and climbing
- Frequently lift/push/pulling up to 50lbs
- Occasionally climb stairs and ladders up to 20 ft. above the ground
- This list does not summarize a complete representation of all physical requirements

Compensation, Benefits & Perks

- This role is exempt/salaried, full-time

- Budgeted compensation is within pay grade L (\$77,126 min - \$92,560 mid - \$107,993 max), depending on experience
- \$50 per month phone reimbursement
- We provide a benefits and perks package that includes; health care, paid time off, flex spending and more. Please see the full job profile on our career site