



**JOB ANNOUNCEMENT
FOR FACILITIES & MAINTENANCE MANAGER
PORTLAND ART MUSEUM AND PAM CUT | CENTER FOR AN
UNTOLD TOMORROW
PORTLAND, OREGON**

Overview

The Portland Art Museum invites applications for the position of Facilities & Maintenance Manager. Under the direction of the Director of Campus Operations, the Facilities & Maintenance Manager is responsible for ensuring adequate maintenance and cleanliness of the Museum's buildings and grounds covering 2 city blocks (200,000 sq.ft.) and 3 smaller offsite locations. This includes gallery spaces, workspaces and spaces for the general public (outdoor campus). The role oversees the mechanical, electrical, plumbing/hydronic, 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. This role includes 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.

Essential Duties & Responsibilities

- Hires, trains and manages facilities staff, including maintenance technicians, engineers, and custodial staff
- Responsible for departmental operations including management of all facilities and maintenance functions, emergency management, and safety/risk management of department
- Oversees the cleanliness and maintenance of all buildings and grounds, including gallery spaces
- Coordinates operations staff workloads and conducts planning sessions to ensure operations are streamlined and comprehensive
- Communicates regularly with all maintenance technicians, both individually and as a team, to ensure good two-way communication concerning maintenance issues
- 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
- Manages short term projects and initiatives as needed
- Monitors project tasks, scopes and milestones, ensuring individual contributors to projects are meeting deadlines and time frames

- Analyzes and reviews federal, state, and local laws, regulations, policies, and procedures in order to ensure compliance
- 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
- Acts as liaison between Museum and contractors on capital improvements
- 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 team of around 13 people, including Custodial Technicians, Facilities Technicians, and Maintenance Technicians
- 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.

- 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 in 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
- Thorough understanding of principles, theories, and practices of:
 - Electrical engineering including distribution systems
 - Mechanical engineering with comprehensive knowledge of pumping systems
 - Pipe fitting and plumbing on an industrial level
 - Instrumentation and controls as they relate to environmental control
 - Common construction practices
 - Hydronic systems
 - Water chemistry as related to open and closed loop systems
 - Steam and hot water generation and combustion efficiencies

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

- Bachelor's degree in Facility Management; trade school; or equivalent professional experience
- Minimum 5 years experience with electrical and plumbing
- Minimum 3 years of experience in supervisory and management skills
- Previous experience with construction or expansion highly preferred

Job Conditions

- Non-exempt/hourly 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 levels 20 ft. above the ground)
- This is not a complete summary of all physical requirements

Compensation, Benefits & Perks

- This role is non-exempt/hourly, full-time status
- Budgeted compensation is within pay grade J (\$29.17 min - \$35.00 mid - \$40.84 max), depending on experience

- 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