

Antique Boat Museum - Department of Maintenance and Operations

Job Title: Maintenance and Operations Manager

Position Description

Typical Work Activities:

- Supervises staff and participates in daily preventative maintenance and custodial activities, which may include moving boats, painting, window repair, replacing locks;
- Directs, assigns and evaluates the work of subordinate personnel and perform on the job training of custodial, maintenance staff as needed;
- Monitors a preventative maintenance program designed to retain buildings, grounds, and schedules repairs when necessary;
- Discusses maintenance, report and operational needs with Executive Director and Controller;
- Prepares RFP's and oversees an established bidding process;
- Performs basic preventative maintenance and/or repairs equipment, including plumbing and heating systems;
- Performs minor electrical repairs;
- Troubleshoots problems with equipment, including HVAC and electrical systems and when a non-routine issue is found, contacts contractors to perform repairs;
- Performs visual inspections of painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors, and maintenance staff to ensure work is conducted and completed in a satisfactory manner;
- Monitors expenses to ensure budgetary limits, as establish in the annual budget and approved by the Board of Trustees, are not exceeded;
- Tracks inventory, and when necessary orders cleaning supplies, paper products, and equipment for buildings;
- Removes ice and snow from sidewalks;
- Cleans public spaces, bathrooms, offices;
- Uses a variety of tools and operates a variety of motors, and other equipment related to buildings and grounds maintenance and repair including snow blowers, leaf blowers, pickup trucks, drills, screwdrivers, wrenches, pliers, plungers;
- Attend weekly staff team meetings and coordinate certain projects with fellow members of the staff team;
- Attend periodic Building and Grounds Committee meetings.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics

Good knowledge of:

- Modern buildings and grounds maintenance and repair practice and procedures;
- Safety precautions and practices associated with modern buildings and grounds maintenance and repair;
- Practices techniques of one or more of the skilled trades (including journey level experience as a carpenter, electrician, mason, plumber, and/or heating, ventilating and air conditioning installers;
- Basic computer and email skills with good knowledge of Microsoft Office suite;
- The principles and practices of supervision.

Ability to:

- Plan and schedule work, including determining staff, equipment and supplies needed;
- Train and supervise subordinates;
- Create organize, and maintain accurate records and files;

- Effectively, efficiently, and safely use tools and operate equipment related to buildings and grounds maintenance and repair;
- To visually inspect the work of building tradespersons and contractors;
- Monitor budgets to ensure expenditure are within authorized and reasonable limits;
- Good Communication skills, understand and follow written and verbal instruction; good computer skills comfortable with email;
- Be a good team player;
- Mechanical aptitude, and
- Willingness to work under adverse weather conditions.

Minimum Qualifications

Graduation from high school or possession of a high school equivalency diploma and one of the following:

- a) An Associate's degree or higher-level degree in Facilities Management, Engineering, Engineering Technology, or Building Construction, building maintenance or repair work in one or more of the skilled trades (journey level experience as a carpenter, electrician, mason, plumber, painter and/or heating, ventilation, air conditioning installer) which included one of supervisory experience; or
- b) Thirty credit hours from a regionally accredited college or university and three years' experience in general building construction, building maintenance or repair work in more than one of the skilled trades, which includes one year of supervisor experience; or
- c) Four years of experience in school facilities maintenance, general building construction, building maintenance, or repair work in one or more of the skilled trades, which includes one year of supervisor experience.

Special Requirements

Must live within 30 minutes response of museum.

Possession of a valid NY State driver's license.

Work Terms

Salaried, full-time year round. The Antique Boat Museum is an Equal Opportunity Employer.

Anticipated Start Date

April 3, 2017

How to Apply

- Application materials due February 17, 2017
- E-mail resume, cover letter, three references, and salary requirements to: member@abm.org
- Or mail to: Antique Boat Museum
Maintenance and Operations Manager Search
750 Mary St.
Clayton, NY 13624