



*The Antique Boat Museum collects, preserves, interprets and celebrates boats and related artifacts to advance public understanding of the importance of boating to the cultural history of North America and the St. Lawrence River in particular.*

## **Antique Boat Museum**

### **Position Description**

**Title: Maintenance and Operations Manager**

Reports to: Executive Director

Reporting to the Executive Director, the Maintenance and Operations Manager is a member of the Senior Management Team and oversees a 4.5-acre waterfront campus with 10 buildings and two off-site storage locations with 20,000 square feet of boat storage.

### **Responsibilities/Tasks:**

- Supervises maintenance staff and participates in daily preventative maintenance and custodial activities which may include: HVAC, moving boats, painting, window repair, replacing locks;
- Uses a variety of tools and operates a variety of motors, and other equipment related to buildings and grounds maintenance and repair including but not limited to: snow blowers, leaf blowers, pick-up trucks, and tools related to general, and some specialty maintenance needs;
- 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;
- Directs, assigns, and evaluates the work of subordinate personnel and promotes on the job training of maintenance staff as needed; provide mentoring for potential succession;
- Establish (maintain) and manage a preventative maintenance programs designed to maintain buildings, grounds, and track reoccurring daily, weekly, annual, biennial and long-term repairs;
- Monitors expenses to ensure budgetary limits, as establish in the annual budget and approved by the Board of Trustees, are not exceeded;
- Prepares RFP's and oversees an established bidding process;
- Serve as the staff liaison with the Building and Grounds Committee.
- Discusses maintenance and operational needs with Executive Director and Controller;
- Performs basic preventative maintenance and/or repairs equipment, including plumbing and heating systems; 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;
- Tracks inventory, and when necessary orders cleaning supplies, paper products, and equipment for buildings;

- Attend weekly staff team meetings and coordinate certain projects with fellow members of the staff team;
- Removes ice and snow from sidewalks;
- Ensures public spaces, bathrooms, offices are clean;

### **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 of experience in general building construction, building maintenance or repair work in more than one of the skilled trades, which includes three years of supervisor experience; OR
  - c. Five years of experience in school/campus facilities maintenance, general building construction, building maintenance, or repair work in one or more of the skilled trades, which includes three years of supervisor experience.

### **Knowledge, Skills & Abilities:**

- 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);
- Mechanical aptitude and willingness to work under adverse weather conditions
- Good communication skills, understand and follow written and verbal instruction;
- Basic computer and email skills with good knowledge of Microsoft Office suite
- Good knowledge of safety precautions, practices, maintenance and repairs associated with modern buildings and grounds along with the principles and practices of supervision.
- Must be able to create, organize, and maintain accurate records and files;
- Must be able to plan and schedule work including required staff, equipment and necessary supplies.

### **Special Requirements:**

- Must live within 30 minutes response of museum.
- Must possess a valid NY State driver's license.

### **Application Instructions:**

Candidates should submit cover letter, resume, and three references to Human Resources, Maintenance and Operations Manager Search, Antique Boat Museum, 750 Mary Street, Clayton, NY 13624, or email to [mattperrin@abm.org](mailto:mattperrin@abm.org). More information about the position is available at <https://www.abm.org/about-us/employment-opportunities/>