



## THE JAMES MUSEUM OF WESTERN & WILDLIFE ART

FACILITIES MANAGER  
THE JAMES MUSEUM OF WESTERN AND WILDLIFE ART  
SAINT PETERSBURG, FLORIDA

**SUMMARY:** Oversee the effective and safe operation and maintenance of the Museum facilities, grounds and two levels of structured parking dedicated to the Museum and leasehold tenants on the 3<sup>rd</sup> and 4<sup>th</sup> levels of the building structure; including protecting the safety of visitors, staff, volunteers, leasehold tenants, the building and the Museum collection.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervise Security (possibly outsourced), Housekeeping (possibly outsourced) and Facility Maintenance Staff (presumably 2 assistants on scheduled shifts).

Oversee the physical plant operations of the museum, ensuring that maintenance and housekeeping activities (only public/shared portions of leasehold areas: restrooms, corridors, HVAC spaces, elevators, etc.) are efficiently completed as scheduled on a daily, weekly, monthly, and yearly basis as applicable.

Oversee the scheduling of property improvements, repairs, and maintenance of mechanical, electrical, and plumbing systems.

Plan and develop communications procedures with the Museum Director (and Director of Operations, if applicable), including procedures for responding to fire alarms, thefts, illegal entry into controlled areas, and vandalism.

Provide timely and accurate information to management related to unusual conditions or situations affecting Museum security, visitor/staff safety, and functioning of the facility.

Ensure that assigned facilities are in full compliance with all regulations governing ADA, electrical, fire, and safety codes.

Assist in administering safety, ergonomic, and environmental programs to ensure compliance with applicable laws and regulations.

Serve as liaison with governmental agencies to ensure compliance with federal, state, and local laws, and regulations.

Work with local governing municipalities to obtain annual facility permits inclusive of estimating costs, scope and complexity of projects inclusive of submitting annual plans to city officials.

Ensure Museum staff is aware of the appropriate procedures in the event of an emergency situation including those requiring the evacuation of the Museum, coordinating practice drills as needed.

Establish and implement building-wide safety plan.

Negotiate, administer and evaluate contracts for services with outside vendors and utilities as requested (i.e. security, telephone, internet, maintenance, housekeeping, window washing, capital item replacement, back of house equipment, pest control, grease trap service, etc. as applicable); all such contracts to be approved by the Museum Director (and Director of Operations or Chief Financial Officer, as applicable).

Participate with the delivery and installation of furnishings to all Museum office and public areas, with assistance from furnishing vendors/suppliers and FF&E Interior Design Consultant.

Knowledge of advanced concepts, practices and procedures associated with electrical and mechanical systems and equipment. Knowledge of facility layout and alarm system theory and application; lighting; distribution systems; and uninterruptible power system theory and application.

Specify and recommend equipment and supplies for purchase.

Maintain a current set, as provided by the Museum, of "as built" facility drawings, warranty documents, equipment maintenance logs, systems schematic drawings, facility plans showing underground services, and response plans.

Inspect the Museum on a scheduled and random basis to observe and rate the performance of security and housekeeping staff.

Assist with installation or removal of exhibition objects as requested by the Chief Curator.

Be responsible for hiring, training, evaluating, and recommending salaries/bonuses for employees within the department.

Prepare and monitor annual department budget, including, but not limited to preventive maintenance by outside service providers, regularly scheduled equipment servicing, supplies and housekeeping.

Ensure that employees understand the mission and goals of the museum, maintenance procedures for the building, collection security procedures, the need for building cleanliness, appropriate care for the collection, and project a courteous attitude toward guests and fellow staff.

Be responsible for ensuring high standards of professionalism in all areas of responsibility.

Remain current on pertinent museum industry policies, laws, and accepted practices through involvement in industry trade groups and ongoing professional development (as approved and reimbursed by the Museum).

Ability to prioritize and manage multiple priorities in a fast-paced, dynamically changing environment.

Perform other tasks and projects as requested by supervisor(s).

## **QUALIFICATION REQUIREMENTS:**

Five years of experience in facilities management/maintenance is preferred, or an equivalent combination of education and experience.

A working familiarity with building and equipment maintenance, construction, and security procedures, is also preferred.

Common sense management and training skills are expected. Computer skills are required in order to become proficient (with training to be provided) with the operation of the Building Management System (BMS) that will control and monitor the building's environmental systems.

Experience in contracting with and supervising outside contractors, consultants, and outsourced service providers is preferred.

A working familiarity with telecommunications, HVAC, security, plumbing, electrical, and fire safety systems is also preferred (Training for and familiarization with the particular systems installed in the building, as needed, will be provided by the Museum/equipment suppliers.)

The successful candidate must be able to lift up to 50 lbs, climb ladders, bend, stoop, kneel, reach, and use all limbs simultaneously.

The successful candidate must have good written and verbal communication skills.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

1. A Valid Driver's License.
2. Any professional certificates or trade licenses, as applicable, will be considered of benefit, but are not required.

## **WORK ENVIRONMENT:**

Indoor/Outdoor work environment under all types of weather conditions typical of the Florida Gulf Coast area.

Extensive work participating with and supervising building maintenance and housekeeping.

Non-standard hours occasionally, but generally within 9:00 AM to 6:00 PM, Tuesday through Sunday. Scheduled Shifts with other Facilities Staff members (2, presumably) will accommodate 5-day work week. Extended hours and weekends probable for special events.

Must carry a mobile phone and be reachable at all times.

**SALARY:** Commensurate with experience.

Please send cover letter and resume to Lauren Hearon at [lauren.hearon@raymondjames.com](mailto:lauren.hearon@raymondjames.com)