

# Facilities Manager

---

## Grade: 11

**Reports to:** Director of Capital Projects & Facilities  
**Job Status:** Exempt, Full-Time

**Department:** Facilities  
**Approval Date:** August 2017

---

## Job Summary:

The Facilities Manager works hands on while managing a team-oriented staff of technicians across multiple trades. This position assists in the development of the Facilities Master Maintenance Plan and is responsible for its implementation. Additionally, this position will schedule, oversee, record and perform all aspects of preventative and reactive maintenance and repair for the Physical Plant and associated buildings. This position engages in the budgeting process.

## Essential Functions:

- Operate, monitor, maintain and repair the physical plant including controls, chilled water, heating water, air side, plumbing and electrical system as well as building structure and fixtures
- On call 24/7. Responsible for 24/7 technician on call rotation scheduling.
- Maintain and manage a highly qualified, motivated and diverse professional staff in the Facilities Department; delegate specific responsibilities.
- Encourage teamwork, personal initiative and accountability, and discipline staff according to our policy.
- Assist in departmental budget development.
- Must be able to operate a company vehicle while meeting company insurance eligibility requirements.
- Lead and support staff in providing the highest quality experience possible for our visitors.
- Work with Director of Capital Projects and Facilities and assist Safety Team to maintain OSHA compliant safety standards and trainings.
- Support and work to achieve South Carolina Aquarium goals and priorities.
- Adhere to the South Carolina Aquarium Policies & Procedures.
- Project management and other duties as directed.

## Other Duties and Responsibilities:

- Supports the mission by participating in Aquarium sponsored programs and events on a regular basis.
- Provides service for building modifications and new equipment installation.
- Handles invoices and purchasing requests; keeps track of costs.
- Standing representative on the Safety Committee.

## Knowledge, Skills and Abilities:

- Skilled in hands on operation and maintenance of direct digital controls systems.
- Skilled in hands on operation and maintenance of boiler plant.
- Skilled in hands on operation and maintenance of chilled water plant.
- Skilled in hands on operation and maintenance of built up air handler systems.
- Working knowledge of Life Safety systems.
- Develop, implement and review contracts.
- Proficient in all MS Office Products including Excel, Word, PowerPoint, Access and Outlook.

- Strong interpersonal and communication skills.
- Goal oriented with proven ability to establish priorities and meet deadlines.
- Proven knowledge of all OSHA and safety related regulations for a public aquarium.

### Education and Experience Required:

- Bachelor’s degree or equivalent experience in engineering or related field.
- Minimum of ten years Facilities Management experience.
- Prior management experience supervising full time staff.

### Licenses and Certifications Required:

- Valid Driver’s License.

### Supervision of Others:

- Supervises Mechanics, Electricians, Maintenance Technicians, outside contractors, and others as directed.

### Physical Requirements:

	Percentage	Average	Seldom	Often	Not Applicable
Walking				X	
Standing				X	
Bending				X	
Stooping				X	
Crouching				X	
Climbing Ladders				X	
Climbing heights (8') est.				X	
Carrying (up to 50 lbs.) etc.				X	
Sitting				X	
Kneeling				X	
Balancing				X	
Pushing & Pulling				X	
Crawling				X	
Diving					X
Swimming					X
Working with Tools				X	
Drive Company Car				X	
Drive/Ride in Aquarium Boats			X		
Computer Tasks (typing & using mouse)				X	
Phone Task				X	

## Hazardous Requirements:

	Percentage	Average	Seldom	Often	Not Applicable
Minor or Severe cuts				X	
Minor or Severe Burns				X	
Ordinary or Electric Shock				X	
Falls				X	
Exposure to falling objects				X	
Required to wear Personal Protective Equip.				X	
Hazards to eyesight				X	
Hazards to hearing				X	
Hazards to sense of smell				X	
Exposure to Chemicals				X	
Exposure to Toxic Chemicals				X	
Exposure to Hazardous Materials				X	
Exposure to Ozone				X	
Exposure to Confine Spaces			X		
Handles Mammals					X
Handles Birds					X
Handles Venomous Snakes					X
Handles poisonous Fish or plants					X
Others:					

## Working Conditions:

	Percentage	Seldom	Occasional	Often/Yes	Not Applicable
Normal office environment			X		
Works Outdoors				X	
Works in Warehouse				X	
Contact with customers and the public				X	
Works Normal Office Hours				X	
Works Rotating Shifts				X	
Contact with outside vendors				X	
Required to travel		X			
Required to work weekends				X	
Required to work late nights				X	
On Call				X	
Required to carry Cell Phone				X	
Required to wear a beeper or Radio				X	
Required to work in extreme weather				X	
Required to work in extreme heat or cold				X	

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.**

**The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.**