

Facilities Manager

Grade: 11

Reports to: Director of Capital Projects & Facilities **Department:** Facilities

Job Status: Exempt, FT **Approval Date:** January 4, 2016

JOB SUMMARY:

Hands on working position managing a team-oriented staff of technicians across multiple trades. Assists in development of and responsible for implementation and tracking of the Facilities Master Maintenance Plan. Scheduling, overseeing, recording, and performing all aspects of preventative and reactive maintenance and repair. Assists in development of and works within the department budget. Assist with various other projects and functions as Directed.

ESSENTIAL FUNCTIONS:

- Adhere to the South Carolina Aquarium Policies & Procedures.
- Support and work to achieve South Carolina Aquarium goals and priorities.
- Maintains 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
- On call 24/7. Responsible for 24/7 technician on call rotation scheduling.
- Monitor, maintain and repair the physical plant and equipment, including off-site facilities.
- 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.
- Monitoring, maintenance, and repair of all building systems.
- Project management as directed.

OTHER DUTIES & 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 & ABILITIES:

- Proficient in all MS Office Products including: Excel, Word, PowerPoint, Access, Outlook
- Proficient with modern building systems and automatic controls for fluid, pneumatic, and electrical systems.
- 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 & 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.

LICENSED & CERTIFICATIONS REQUIRED:

- Valid Driver’s License.

SUPERVISION OF OTHERS:

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

PHYSICAL REQUIREMENTS:

Mark (x) to what applies to this position:

	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:

Mark (x) to what applies to this position:

	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	
List all required PPE's:					
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:

Mark (x) to what applies this position:

	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.