

Maintenance & Facilities Coordinator

Department: Exhibits & Facilities

Reports To: Vice President Exhibits, Facilities & Strategic Initiatives



Nature and Scope of Position

The Maintenance and Facilities Coordinator plays an essential role in the museum and is vital to keeping the building and exhibits maintained and operational. Responsibilities include the general maintenance and repair of the building, grounds, furniture, and fixtures. The Maintenance and Facilities Coordinator is on call to provide support during facility emergencies. This ensures the museum's facilities operate smoothly even in unexpected situations.

Key Areas of Responsibility

- **Maintenance**
 - Oversee all maintenance, repairs, and updates of exhibits, building and grounds including: scheduling preventive maintenance; diagnosing and troubleshooting challenges and ensuring timely repairs through a work order system to minimize downtime; and communicating repairs and downtime effectively to staff and stakeholders.
 - Oversee a clean, organized, and safe facility shop with tools in working order and ensure staff is trained in shop safety.
 - Maintain a current and continuous inventory of departmental maintenance equipment.
 - Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time, including (and as applicable): Property Information Book, Site Operating Manual, IIPP Manual, Local Code Compliance Log, ADA Compliance Log, OSHA Log, Elevator Logs, Vendor Certificates of Insurance, As-built Drawings, and other reports and documentation as required.
 - Coordinate temporary exhibit install and de-installation, and maintain contact with lending museums in regards to maintenance and questions concerning temporary exhibits.
 - Safely store and maintain exhibit items.
 - Maintains a current and continuous inventory of exhibit warranties, source information, and equipment maintenance requirements.
 - In conjunction with the Vice President, develops and monitors budgets for exhibits and facilities maintenance and repairs.
- **Facilities**
 - Serve as first responder for all issues that pertain to the physical well-being of the museum including being the initial point of contact for security alarm company.
 - Responsible for the issuance of building keys and alarm codes, inventory of keys and codes, and the collection of keys and deletion of codes upon employee terminations.
 - Serve as Safety Officer, implementing public safety and emergency procedures including:
 - be an active member of the safety committee;
 - updating and providing training to staff;
 - maintains a file of accident reports and first aid kits;
 - schedules and contact for Crimson Security.
- **Other**

- Attend all staff meetings, ExCEL meetings, Visitor Service department meetings, and Safety Committee meetings.

Competencies

Strong communication skills
Results-oriented
Quality-minded
Multi-task
Client service-minded

Organized
Adaptability
Interpersonal skills
Attention to detail
Flexibility

Prioritization skills
Punctuality and timeliness
Positive, upbeat attitude
Team oriented

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Three years' experience minimum in facilities, maintenance, or equivalent handy work preferred.
- Ability to drive a 26' box truck and move all in house exhibits from storage to the facility
- Possess a good working knowledge and skills of all systems on the site including HVAC, security, fire, electrical, plumbing, groundskeeping, housekeeping/janitorial, exterior and interior maintenance of the structures, electrical, plumbing, and carpentry.
- Ability to work a very flexible schedule that will include nights, weekends and holidays including on-call availability when required.
- Must understand budgeting and allocation of resources.
- Must be able to work with contractors and vendors and possess knowledge of business practices in the museum profession.
- Must possess valid Tennessee driver's license
- Ability to interact effectively, professionally, and courteously with visitors, staff and volunteers.
- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
- Ability to work on ladders.
- This job requires periods of standing, sitting, walking, stooping, kneeling, reaching, turning, twisting, bending above and below the waist, use of hands and arms, lifting, talking, hearing, use of computer and keyboard. Must have the ability to use both hands in fine manipulation of small tools; the ability to see well enough to read handwritten and typewritten materials; push/pull up to 50-100 lbs., and regularly lift up to 75 pounds.
- Noise level varies from quiet to loud; temperature from hot to cold

Discovery Center is committed to creating and maintaining an equitable workplace in which all employees have a chance to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. A workplace where employees of all races, religions, political affiliations, sexual orientations, gender identities, ability, and age find an opportunity.