

DETROIT HISTORICAL SOCIETY



Position: Facilities & Maintenance Manager

Department: Operations

Reports to: Director of Finance

At the Detroit Historical Society, the Facility & Maintenance Manager role concentrates on the safety of our museum guests and employees by ensuring the overall maintenance of our 2 museums: The Detroit Historical Museum & The Dossin Great Lakes Museum, and our Collection Resource Center at Historic Ft Wayne. This position requires skills in preventive maintenance and building repairs. The Facilities & Maintenance Manager is responsible for overseeing the outsourced cleaning team, managing the in-house Day Porter, maintaining the upkeep of the building and grounds, monitoring the safety of equipment, and managing a year-round preventative maintenance schedule.

Major Duties & Responsibilities

- Monitor daily building operations including HVAC systems to ensure buildings are safe, clean, and comfortable for our visitors and employees.
- Monitor the annual Operations budget for all Society locations.
- Maintain annual building licenses and inspections.
- Supervise the in-house Day Porter and multiple external contract relationships for cleaning, lawn care, pest control and other maintenance services.
- Provide technical assistance and supports other departments' maintenance and construction activities.
- Serve as the Project Manager for all CAPEX projects that utilize a 3rd party vendor (i.e., painting, carpet, HVAC) including the procuring of competitive vendor bids.
- Develop and implement policies and procedures for building safety, including daily, weekly, monthly, and annual routines.
- Maintain a log of all maintenance performed.
- Manage to successful completion HVAC complaints from staff and visitors. Walk through building spaces regularly to check for temperature irregularities and maintain climate-controlled storage areas for artifacts.
- Monitor plant and equipment to prioritize and carry out major repairs as needed.
- Participate in the weekly calendar meeting to ensure that maintenance support is in place for upcoming events and tours.
- Perform other duties as assigned.

Qualifications

- Ability to stand, walk, climb, kneel, bend, use hands and fingers, and lift and/or move up to 25 pounds without assistance, 100 pounds with assistance.
- Ability to work on tasks at varying heights and is comfortable using a ladder and a step ladder.
- Observational skills to ensure safe practices and maintenance of equipment.
- Working knowledge using Outlook and other MS Office applications.

- Required to work a full-time work week schedule including regular evenings, weekends, and holidays as well as must be available for all on-call emergencies.

Education and/or Experience

- High school degree or GED required. Associate degree from a community college or certifications in construction management or HVAC preferred.
- Two to Four years of experience required; or equivalent combination of education and experience.
- Previous maintenance and management experience in public building is preferred.

Compensation & Benefits

- Salary range: \$60,000 - \$70,000 based on experience and certifications.
- DHS offers a comprehensive benefit plan that includes short/long term disability, medical and dental coverage (with premium sharing) and other benefits.
- Paid Time Off policy of 20 days per fiscal year.
- Paid holidays.

Interested candidates please forward a cover letter and a current resume to:

humanresource@detroithistorical.org

No phone calls, please.

Candidate Requirements

- Willing to undergo a criminal background check.
- A valid driver's license and reliable transportation are required to travel to maintain operations at The Detroit Historical Museum, The Dossin Great Lakes Museum, and The Collection Resource Center on the campus of Historic Ft. Wayne.

About the Detroit Historical Society

Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year plus legacy of telling Detroit's stories and why they matter. The Society operates two museums – the Detroit Historical Museum and the Dossin Great Lakes Museum – and a Collections Resource Center on the campus of Historic Ft. Wayne. DHS is an Equal Opportunity Employer, and we encourage a diverse pool of candidates to apply.

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