

**Maricopa County Historical Society
dba Desert Caballeros Western Museum**

Director of Facilities

Exempt (Y/N): Y

Supervisor: Deputy Director

I. Function of Position

Oversee the smooth operation and maintenance of the Museum facilities, grounds, and equipment including the responsibility to protect the collection as well as ensure the safety of staff, volunteers, and visitors. Function as the primary contact for all maintenance, equipment or emergency situations during regular work hours and on call after hours. Assist in the installation and fabrication of exhibitions. This applies to all in-house temporary exhibitions, outgoing traveling exhibitions, and longer-term permanent in-house exhibitions.

II. Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Recommend equipment purchases and maintain such equipment.
2. Oversee construction projects.
3. Participate in Disaster & Safety Committee.
4. Maintain a schedule, in priority order, of maintenance related tasks to be accomplished.
5. Maintain a list of vendor supplies and services and maintain the primary relationship with the vendors and repair service companies.
6. Operate, maintain and control the Museum's heating, ventilating and air conditioning system and associated humidity controls.
7. Oversee daily physical plant operations of the Museum, ensuring that maintenance and housekeeping activities are completed as scheduled on a daily, weekly, monthly, and yearly basis.
8. Ensure that all fire systems, security systems, IT networks, electrical systems, plumbing, and the elevator function as designed on a consistent basis.
9. Ensure Museum staff and volunteers are aware of the appropriate procedures in the event of a fire or situation requiring evacuation of the facilities. Coordinate with local fire department for annual tours of Museum facilities to ensure that firefighters are familiar with structures, suppression and detection systems, and stored materials that are of concern.

10. Negotiate, administer and evaluate contracts for services with outside vendors and utilities (e.g. pest control); all such contracts to be approved by the Deputy Director.
11. Maintain an always-current set of as-built facility drawings, systems schematic drawings, and facility maps showing underground services and response plans.
12. Schedule purchasing and delivery of supplies, gallery painting and crate construction for permanent, temporary and traveling exhibitions.
13. Develop and fabricate signage throughout the building as needed.
14. Advise Deputy Director about appropriate materials for use in exhibitions.
15. Maintain all exhibitions, long-term, temporary and traveling; including lighting, object mounts, cleaning, preventive maintenance, repairs, etc. Troubleshoot and repair malfunctioning exhibition equipment or damaged exhibition material or contact appropriate vendor.
16. Fabricate and/or oversee fabrication of all exhibitions, long-term and temporary, using professional exhibition techniques.
17. Assist with shipping, packing, transportation and delivery of artwork as per museum guidelines.
18. Oversee completion of final design, exhibition furniture, object mounts, painting, lighting, and installation using high-caliber, professional exhibition techniques.
19. Evaluate all exhibition techniques to ensure the safety and security of the public, staff, collections, and loaned objects.
20. Secure gallery areas under installation and establish guidelines regarding access to such spaces.
21. Maintain a clean, safe, and well-organized shop compliant with all city, state and OSHA safety regulations.
22. Perform independent and unassisted operation of all power tools necessary for exhibition fabrication and installation and for building maintenance and repair.
23. Prepare works in the collection (hinging, matting and framing) for exhibition as needed.

24. Ensure proper handling and exhibition of objects following current conservation and curatorial standards.
25. Train volunteers who work in the department as well as provide guidance to housekeeping staff with regard to basic cleaning in the exhibition galleries.
26. Recommend contractual services to support the care of Museum facilities and equipment; monitor performance of outside service-providers.
27. Work closely with all other Museum departments and volunteer groups to provide appropriate setups for programs, meetings, special events, and other functions on Museum property.
28. Manage the department and stay within its operating budget.
29. Oversee telephone system and other office equipment updates/maintenance.
30. In coordination with the Deputy Director, identify annual and long-range goals for the Museum's facilities, buildings and land based on the Museum's mission, directing effort towards the realization of these goals and monitoring progress on a periodic basis.
31. Understand and support the mission and goals of the Museum.
32. Ensure high standards of professionalism in all areas of responsibility.
33. Remain current on pertinent museum profession policies, laws, and accepted practices through involvement in various associations and through continuing education.
34. Keep privileged information confidential and represent the Museum in professional circles and before the public in a manner that enhances the prestige and credibility of the Museum.
35. Supervise housekeeper.

III. Position Requirements

A. Education

Some college experience is desirable; Bachelor's degree preferable.

B. Work Experience

1. Knowledge of contemporary building mechanical systems.
2. Ten year's maintenance management experience preferred.

3. Knowledge of building and equipment maintenance, construction, security procedures and emergency response.
4. Knowledge of fabrication materials, installation, and lighting techniques and technologies.
5. Knowledge and experience in the proper handling of artifacts with an innate sense of caution, care and reverence in doing so.

C. Knowledge, Skills and Abilities

1. Basic carpentry, plumbing and electrical skills.
2. Art handling or hands-on museum or gallery experience is highly desirable.
3. Knowledge of procedures, practices, tools and equipment used to maintain public buildings and grounds.
4. Sensitivity to the safety and security procedures necessary to protect personnel, visitors and public property.
5. Ability to monitor the work of outside contractors and to make sound recommendations relating to the general maintenance of a public facility.
6. Ability to lift 50 pounds, climb ladders, bend, stoop, kneel, reach, and use all limbs simultaneously. High degree of independent, unassisted mobility, dexterity and judgment is required.
7. Experience in contracting with and supervising outside contractors or consultants.
8. Knowledge of phone systems, HVAC systems, elevators, security systems, IT networking, plumbing, electrical systems, and fire safety equipment required.
9. Fabrication and mount-making skills may include fine woodworking with fixed and portable power tools, Plexiglas/glass cutting and shaping, metal/plastic mount work, basic electrical work, painting, color mixing and matching, etc.
10. Extensive use of ladders and scaffolding.
11. Basic computer skills using Microsoft Office suite in order to email, use Outlook for scheduling, create simple Excel worksheets and reports in Word.

D. Certificates, Licenses, Registrations

1. Valid driver's license.
2. Pass a background check.

E. Working Conditions

1. Museum environment with extensive work in maintenance and/or outdoor areas of the building under all types of weather conditions. An exempt position, standard hours for a 40-hour work week are generally Monday through Friday between 7:00 a.m. and 5:00 p.m. Extended hours and weekends probable. This is the primary on-call position for after-hours emergencies.
2. The noise level in the work environment is usually moderate to high.