



# AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

## FACILITIES MANAGER

**REFERENCE JOB#:** W-7770

**CLOSES:** When Filled

**APPLICATION PROCESS:** See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

Voted Best Museum in Western Washington for the second year in a row by KING5's Best of Western Washington awards, LeMay - America's Car Museum is an international destination for families and auto enthusiasts to celebrate America's love affair with the automobile and explore its influence on American history and culture. Located in Tacoma, with its 3.5 acre Haub Family Field and stunning four-level, 165,000 sq. ft. facility, the Museum features 8 rotating exhibits, hosts four annual Signature Events, and serves as an educational center for students of all ages and as a private event center. ACM is currently seeking an experienced Facilities Manager to join and lead the Facilities Department's dynamic and dedicated team. All qualified applicants are encouraged to apply!

**COMPENSATION:** Competitive – Market Based Placement DOE

**BENEFITS:** Eligible: Medical, Dental, Vision, Life, Retirement

**DEPARTMENT:** Facilities

**DRIVING CLASS:** Required

**FTE STATUS:** 1.0 (Full-time)

**FLSA CLASS:** Executive Exempt

**REPORTS TO:** President & COO

**SUPERVISES:** 2 FTE's

The Facilities Manager oversees all provisions of the Facilities Department and serves as a strategic business partner to all departments within the Museum, including assisting in event set-up and take-down. The Facilities Manager oversees construction, and renovation projects and ensures optimal functioning of the Museum's facilities and grounds, including but not limited to mechanical, electrical, plumbing, fire and life safety, security, elevators, parking, driving surfaces, show field, and sanitation services. The Manager assumes other responsibilities as assigned by the COO.

The incumbent accomplishes position responsibilities through their own direct labor involvement and the hiring, leading, directing, and supervising of staff engaged in preservation and maintenance of the Museum's structure, HVAC system, internal components and fixtures, grounds, physical and structural safety, and security. Additionally, the Manager obtains related Independent Contractor bids, and oversees negotiations, selection, and contract performance.

The Facilities Manager reports directly to the President & Chief Operating Officer and serves as an advisor to employees, managers, and the Executive Team on all matters related to facility and grounds utilization, safety, security, maintenance, construction, and renovation.

The incumbent to this position works within generally accepted facilities management principles and methodology and exercises considerable independent judgment to select proper courses of action and execute job responsibilities. The work requires a solid understanding in project management, principles of management and leadership, blueprint reading for building trades, budget design and management, and a broad knowledge and skill across the construction and facilities maintenance trades.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job. Duties, responsibilities, and activities may change at any time with or without notice. To perform the job successfully, an employee must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### PRIMARY OBJECTIVES:

1. Ensure the safety and security of all visitors, employees, vendors, contractors, and guest visiting within the Museum and on Museum grounds.
2. Preserve the value and integrity of physical assets owned by the Organization;
3. Maintain environmentally sound practices and procedures to ensure environmental and safety regulation compliance and the overall health, welfare, and sustainability of the Museum's facilities and grounds;
4. Ensure fiscal responsibility and optimal team performance within the Facilities Department
5. Maintain a competent and responsive Facilities Staff Team and Independent Contractor resources to adequately meet the Museum's facility management needs and to provide a continuous process of service support to all Museum departments;

### MAJOR RESPONSIBILITIES

1. Managing and maintaining a competent and responsive Facilities Staff Team and overseeing facilities related independent Contractor relationships to meet the facility and grounds maintenance, repair, construction, renovation, safety, security, housekeeping, health, and regulatory needs;
2. Overseeing the maintenance and allocation/ usage of Museum facilities, grounds, parking, and all paved surfaces;
3. Assisting Departments with facilities related needs including: event set-up and take-down, exhibit installation and maintenance, Attraction repair & maintenance, Video Display installation etc.
4. Maintain compliance with all related DOSH regulations and promoting environmentally sound practices, including managing and reducing utility services and energy consumption;
5. Preparing and maintaining budgets for all areas overseen by the Facilities Department, in line with corporate strategic objectives;
6. Remaining on call twenty-four – seven (24 hours per day, 7-days per week) for emergencies related to buildings, equipment, and security.

## QUALIFICATIONS:

Requisites for this position include a minimum of 5-years work experience in, facilities management, commercial building maintenance, construction, or related project management. Experience must include direct supervision of staff and experience negotiating and maintaining contracts with outside vendors and independent contractors. Related degrees, e.g., Business Administration, Facilities Management, Mechanical Engineering, or a Certified Facility Manager designation (CFM) or a Facility Management Professional Credential (FMP) is highly desired and may substitute for up to 2 years of required work experience.

### Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, driving abstract, and personal references;
2. The ability and willingness to drive a personal vehicle for business purposes;
3. A solid understanding of the DOSH regulations and related WAC's and RCW's;
4. Experience supervising, leading, and coaching employees and advising management;
5. The ability to critically analyze and resolve quantitative, logistical, spatial, and strategic problems;
6. Demonstrated ability to constructively participate in tactical and strategic technical planning discussions for capital programs and other major projects;
7. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
8. Sound judgment and high ethical standards, coupled with proven negotiating skills, which reflect a solid combination of business acumen, common sense, insight and intellect;
9. Intermediate to advanced skills in M.S. Word, Excel, PowerPoint, and Outlook;
10. Experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, electrical, plumbing and other aspects of commercial facilities maintenance and management;
11. Skill in Drywall replacement and restoration;
12. Skill in interior and exterior painting – from prep-to-finished product;
13. Experience in finish carpentry;
14. Familiarity with operation and routine maintenance of equipment used in facility and grounds keeping activities;
15. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
16. A track record of providing high levels of customer service;
17. A proven ability to shift between processes and projects and prioritize competing tasks while meeting deadlines;
18. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
19. An ability and willingness to work evenings and weekends as needed;
20. The ability to frequently bend, kneel, twist, manipulate small objects with fingers, hold, grasp, work in tight spaces, climb ladders and scaffolding, visually inspect close and far objects, navigate over uneven terrain and long distances, stand for long periods of time, lift and carry up to 50 lbs frequently and up to 100 lbs. periodically, read and interpret blueprints, schematics, manuals, and instructions, clearly communicate in the English language verbally and in written form, and use mechanical, pneumatic, and power tools necessary to carry out responsibilities of the position.

## WORKING CONDITIONS:

1. Exposure to a combination of office, shop, garage, commercial retail, commercial food, and outside environments;
2. Outside work is conducted in varying weather conditions;
3. Works in tight spaces at times;
4. Works in cramped body positions at times to perform maintenance and repairs;
5. Works in areas with loud noise;
6. Exposure to equipment where there is risk of getting burned, bruised, punctured, cut, scraped and electrocuted;
7. Contact with oil and petroleum products;
8. Exposure to solvents, cleaners, and various other chemicals;
9. Exposure to dust, gases and fumes.

## APPLICATION PROCESS:

**NOTE: All application materials must be received to be considered for this position.**

1. Cover letter (*include specific job reference # W-7770*)
2. Resume
3. Professional references contact numbers (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email, or attachment*)

Email all application materials to [HR@AmericasCarMuseum.org](mailto:HR@AmericasCarMuseum.org) or fax to 253-779-8499.

**NOTE: All application materials must be received to be considered for this position.**