Connecticut Science Job Description
Director of Facilities

Job Title: Director of Facilities

FLSA: Exempt, Full Time (40 hours a week)

Reports To: Vice President of Administration

Summary
The Director of Facilities is a skilled manager and a hands-on leader responsible for building management and maintenance for the 154,000 square foot Connecticut Science Center museum facility in downtown Hartford. This architecturally iconic structure must be maintained as a critical asset to the organization and its mission, and as a pillar of the community. It is a complex vertical building comprising multiple floors of public, office and circulation spaces and sophisticated systems, including multiple elevator and escalators, a LEED Gold energy management system and an exterior plaza area.

Key Responsibilities
- Assures compliance with building codes, OSHA standards and facility management best practices while providing a clean, safe and enjoyable environment for visitors and employees and efficient facility management.
- Develop and maintain productive working relationships with departments and organizations within and outside of the Science Center to achieve superior, safe visitor experience.
- Bringing a sense of personal ownership and pride to the role, prepare, implement and personally carry out detailed maintenance plans, quality control inspections, and performance measurement and improvement programs.
- Identify needs on a planned and daily basis in a dynamic environment, overseeing and leading facilities management and maintenance staff, and performing appropriate tasks personally.
- Manage, and where needed, procure external service resources for facility operations, including, but not limited to custodial, snow removal and systems maintenance services that may be provided by third party contractors.
- Prepare detailed facility management budgets for areas of responsibility to be reviewed and approved by VP Administration. Monitor expenditures and provide variance reports, always refining processes, systems, services and vendors for maximum efficiency and cost savings.
- Collaborating with VP Administration and other project-relevant colleagues, prepare and update short- and long-range capital improvement analysis, requirements and plans.
- As projects require, prepare plans, specifications, budgets, bid documents and review proposed contract agreements for renovations, repairs, or new construction activities of the Science Center.
- Develop, procure, organize and maintain operation and equipment manuals and building drawings for convenient reference.
- Develop and administer a comprehensive safety program including, but not limited to OSHA, Fire and Security, Environment and Health Safety.
- Proficient user and manager of multiple computerized Building Management, Safety, Security and Maintenance Systems including system diagnostics.
- Maintain required environmental conditions, generate and analyze trend logs and identify issues for diagnosis or action.
- Proactively evaluate energy costs, energy conservation measures, purchased utility costs and contracts and recommend actions to improve expense and service quality, implementing a
cohesive energy savings program and assuring the Science Center's continue certification as a LEEDS Gold green building.

- Develop and maintain an environmental compliance policy and program including recycling, use of chemicals, grounds care and other activities to advance the Science Center's leadership in environmental stewardship.
- Establish and maintain effective working relationships with subordinates, supervisor, coworkers, vendors, contractors and the general public
- Other duties as assigned

Requirements and Qualifications

- Extremely knowledgeable about contemporary building systems in public-facing settings, with the skills, desire and willingness to perform a percentage of work personally, and will enthusiastically embrace both the administrative and hands-on responsibilities.
- Demonstrated professional development/training activities to keep pace with evolving technology and best practices.
- Hands-on and managerial experience in facilities of comparable scale and complexity.
- Academic degree in relevant discipline area and/or reasonably comparable in-service professional experience and certifications.
- Demonstrated ability to write detailed reports, budgets, specifications, and evaluations as well as effectively present information in one-to-one and group situations.
- Strong collaborative style matched with a passion for quality and a sense of personal commitment to the successful of the team and the institution.
- Ability to use MS Office Suite, particularly Outlook, Word, PowerPoint and Excel, on a PC platform required

Physical Requirements

- Must possess strength, stamina, and mobility to perform medium to heavy physical work
- Work around machines
- Climb and descend ladders and stairs
- Some tasks may require working off the top of a 30ft ladder and lifts (scissor, personal and boom) of more extensive heights.
- Operation a variety of tools and equipment
- Operate a motor vehicle
- Vision to read printed materials and a computer screen and to distinguish colors in wiring
- Hearing and speech to communicate in person and over the telephone or radio
- Frequent walking in operational areas too identify problems or hazards
- Finger dexterity to access, enter and retrieve data using a computer keyboard and to operate tools and equipment
- Bend, stoop, kneel, crouch, reach, sit
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or use of proper equipment

Qualified applicants will go through an application process, interview process and must successfully complete a background check.

To apply, send a cover letter and résumé and please reference “Director of Facilities” in the subject line by Friday, June 12, 2020.

The Connecticut Science Center is an Equal Opportunity Employer.