

# VIRGINIA AIR & SPACE SCIENCE CENTER

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## NASA LANGLEY VISITOR CENTER

### **Facility Manager at the Virginia Air and Space Science Center** **Full-Time Job Description**

#### **About Us**

The Virginia Air and Space Science Center, NASA Langley's Visitor Center, is a vibrant, nonprofit museum featuring interactive aviation exhibits spanning 100 years of flight, more than 30 historic aircraft, a hands-on space exploration gallery, unique space flight artifacts, and more! VASSC has been sparing imagination, discovery and learning through its education-focused exhibits and STEM-centered programs. VASSC serves a diverse population of families, school groups, and community organizations through interactive play-based exhibits, NASA summer camps, IMAX documentaries, and special events year-round. VASSC is one of Hampton's top family destinations providing enriching learning experiences for children with creative programs and larger-than-life movies.

#### **Summary of Position**

The Virginia Air and Space Center, NASA Langley's Official Visitor Center in Downtown Hampton, is seeking a qualified Facility Supervisor. Under the general supervision of the Director of Facilities, the Facility Manager will perform general maintenance and repair of building equipment and facility, requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, drywall, and HVAC. The Facility Manager will oversee day to day operations of multiple departments. You will work on various tasks that require knowledge of safe work practices.

#### **Candidate Will**

- Perform general maintenance on equipment and facilities.
- Follow Standard Operating Procedures for safe work practices.
- Prioritize and complete open work orders in a timely process.
- Schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment
- Manage CMMS Work Order System.
- Train and Oversee the Facilities team
- Manage and Order Inventory as needed
- Maintain ongoing communication with contractors, clients, and team
- Perform scheduled employee reviews
- Additional work may be assigned on a case-by-case basis

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## Qualifications

- Five+ years of work experience in a management or supervisory role.
- High School Diploma or equivalent (G.E.D). Bachelors preferred
- Experience using hand and power tools (such as hammers, hoists, saws, drills, wrenches, precision measures, electronic/electronic testing devices) and the ability to properly use specialized equipment, including tools used in electrical, plumbing, or general carpentry.
- Customer service skills to act responsively to inquiries and requests; and escalate the more complex matters.
- Ability to provide procedural information. Follow written and verbal instructions.
- Effective communication skills to build strong working relationships with staff, customers, and others.

## Physical Requirements

- Stand and walk for long periods of time.
- Bend, stoop, kneel, and reach.
- Lift boxes or equipment up to 50 pounds.
- Climb ladders or step stools.
- Work from motorized platforms.

## Equal Opportunity Employer

VASSC is committed to and accountable for advancing diversity, equity, inclusion, and sustainability in all of its forms. The Virginia Air and Space Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Virginia Air and Space Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Job Type: Full-time, Salaried**

**Work Location: One location**