

Facilities Manager

The Virginia Air & Space Science Center, NASA's Langley Research Center Official Visitor Center, located in Downtown Hampton, is seeking a candidate for our Facilities team.

Reporting to the Director of Finance & Operations, the Facilities Manager will be in charge of leading the Facilities team to manage the operation and maintenance of the facility, exhibits, and grounds, and provide for the safety and security of guests, staff, and Center property.

Logistical Information:

- Part-Time (*20 hrs/week*) starting position, opportunity to move to Full-Time after three month evaluation
- Hourly payment: \$32.50/hr OR Salaried Payment: \$65k/year once Full-Time
- Background check required
- Must be able to work a flexible schedule, on call for emergencies

Essential Responsibilities:

- Responsible for the operation, maintenance, modifications, and repairs of all building systems and equipment, including: HVAC and water treatment systems, security systems, fire monitoring systems, lighting, and telephones
 - Develops and implements procedures for security, housekeeping, exhibits and facilities maintenance, and shipping and receiving
 - Adheres to very high standards for facilities maintenance and visitor service
 - Ensures compliance with all applicable policies, procedures, codes, and ordinances
 - Responsible for the safety and security of all guests, staff, and Center property
 - Ensures compliance with ADA standards from themselves and staff
 - Manager on call, responding to all emergencies pertaining to the facility
 - Managers and administers contracts for security services and security systems
 - Supervises and monitors security contractors
 - Issues and monitors whereabouts of facility keys
 - Coordinates the installation and care of aircraft, collections, and exhibits
 - Supervises, monitors, and evaluates Exhibit Technician(s) in performing all exhibit and facility maintenance and repairs
 - Supervises, monitors, and evaluates Head Housekeeper in management of all housekeeping requirements for the facility, exhibits, and grounds
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- Supervises contract workers in performing a variety of facility and exhibit maintenance and repair tasks
- Provides facilities support to visitor services operations, van tours, educational programs operations, special events, sales and promotions, exhibits and collections as required
- Administers all aspects of the Center's telephone system as needed, including programming, installation, and modifications
- Monitors and manages the facility operating budget
- Manages and administers maintenance contracts for HVAC mechanical and control systems, elevator, and pest control

Minimum Required Qualifications:

- Three years experience in facilities operations, preferably in a museum setting
- Two years supervisory experience
- Two years experience in contract administration
- Comprehensive understanding of the scope of facilities management issues
- Ability to work cooperatively with others and independent of intensive supervision
- Ability to communicate clearly and effectively with colleagues, contractors, and visitors
- Willing to take initiative in identifying and performing work that needs to be done
- Knowledge of museum protection requirements, museum collections care requirements, and museum exhibit maintenance requirements helpful

Physical Requirements:

- The ability to perform daily tasks requiring walking, standing, stooping, and bending
 - The ability to move and carry potentially heavy objects
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