



A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

Title: Facilities Manager

Department: Facilities

Status: Exempt, Regular, Full-time, Salary

Supervisor: Museum Director

Position Description: Initiates and manages comprehensive programs to achieve the Museum's goals for:

- Safety of visitors and staff
- Security of collections and other assets
- Stewardship of properties, buildings, vehicles and equipment
- Support of programs and capital projects
- Customer service for visitors and staff

Major Tasks and Responsibilities:

Facilities and Grounds

- Responsible for maintenance of buildings, infrastructure, vehicles, equipment, and grounds.
- Develops required environments/physical assets by supporting exhibit construction and installation, shops, public programs, collections, research, and other museum efforts.
- Assists with planning and provides facilities support for capital construction projects.
- Acts as manager, project supervisor, or liaison to general contractor for construction projects.
- Stewards campus's natural ecosystem using concepts of reconciliation ecology.
- Supports sustainability in building design and maintenance, energy and water conservation, recycling
- Maintains an effective, efficient, service-oriented program of custodial care for all facilities.
- Supervises and develops custodial and maintenance staff.
- Develops and manages department's annual plan and budget.

Safety and Security

- Manages Museum security services.
 - Develops an effective system of physical security
 - Manages security staff; assures all staff understand and support security procedures.
 - Maintains a 24-hour on-call emergency and alarm response system.
- As Emergency Coordinator, responsible for Museum's Emergency Plan and its dissemination
- Sets and ensures achievement of visitor and staff safety goals
- Works with Visitor Services to create a welcoming atmosphere at all facilities and events.
- Oversees safety plans and improvements, and assures appropriate OSHA compliance
- Works with the Museum Office Manager to optimize the Museum's IT and phone systems.

Broader Museum Efforts



**MUSEUM of
NORTHERN
ARIZONA**

Celebrating the Colorado Plateau

- Coordinates with Peaks, Coyote Springs, FALA and other Museum partners and neighbors, utility providers, and various political jurisdictions to further the Museum mission and maintain the integrity and unique character of the Museum facilities and grounds.
- Communicates effectively and positively with Museum staff, volunteers, and visitors
- Acts as MNA's enthusiastic advocate and representative, promoting its resources, programs, services.
- Assists administration in the design and implementation of the Museum master plan.
- Works with volunteers and interns to accomplish the responsibilities of the Facilities Department.
- Understands and supports MNA's Mission, Vision, and Values.
- Other duties as assigned.

Approximate time distribution:

- 30% Hands-on facilities maintenance
- 30% Managing facilities staff/contractors
- 30% Administrative works
- 10% Managing custodial staff

Education and Experience Requirements:

- Five years' experience managing facilities or in property management.
- Three years' supervisory experience.

Abilities, Skills, and Knowledge:

- Honesty, a good work ethic and a positive point of view
- Knowledge of security, building and infrastructure systems.
- Knowledge of native plant landscaping and forest stewardship.
- Ability to read building and other plans, as well as topographic and other maps
- Familiarity with OSHA requirements
- Ability to supervise (including hiring, evaluating, and training) staff
- Ability to maintain confidentiality in all professional matters.
- Ability to communicate, both orally and in writing with staff, visitors, vendors, others
- Basic computer skills, including working knowledge of Microsoft Word, Outlook.
- Experience in MS Project or similar software desirable
- Must be able to bend, stoop, crouch, sit and stand for extended periods of time. Visual and hearing acuity. Ability to climb ladders, enter small crawl spaces, lift and carry fifty pounds.

Working Conditions: Works a flexible schedule of at least 35 hours a week with some work after hours and weekends. Work entails outdoor tasks that may occur in inclement weather.

Other Requirements: Must possess a valid Arizona Driver's License and selected candidate must pass a Driver's License Record Check.

To Apply:

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, ext. 203 to receive additional instructions for application submission.