



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

Title: Head of Facilities

Department: Finance

Status: Exempt, Regular, Full-time, Salary

Supervisor: Director of Finance

Salary: \$57,000

Position Description: The Head of Facilities leads the services that maintain the facilities, grounds, vehicles, equipment, and campus in order to establish an attractive, healthy, safe and functional campus for visitors and staff.

Responsibilities:

- Responsible for maintenance of buildings, infrastructure, vehicles, equipment, and grounds.
- Maintains an effective, efficient, service-oriented program of custodial care for all facilities.
- Manages Museum security services.
- As Emergency Coordinator, responsible for Museum's Emergency Plan and its dissemination.
- Sets and ensures achievement of visitor and staff safety goals.
- Oversees safety plans and improvements and assures appropriate OSHA compliance.
- 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.
- Supports sustainability in building design and maintenance, energy and water conservation, recycling.
- Assists with campus snow removal.
- Responsible for hiring, training, and managing facilities personnel.
- Develops and manages annual plan and budget for Facilities.
- Works closely with Executive Director to establish short-, medium- and long-term priorities for facilities and grounds.
- Stewards MNA campus natural ecosystem.
- Is a member of MNA facilities working group, an ad hoc committee of staff and board.
- Coordinates with Coyote Springs, The Peaks, 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 in the design and implementation of the Museum master plan.
- Works with volunteers and interns to accomplish the responsibilities of the Facilities Department.
- Other duties as assigned.

Approximate time distribution:

- 45% Hands-on facilities maintenance
- 30% Managing facilities staff/contractors
- 25% Administrative works



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Key Relationships:

- Works under the direction of the Director of Finance.
- Works closely with the Finance staff on all financial functions of Facilities.
- Works closely with Visitor Experience team to create a welcoming atmosphere at all facilities and events.
- Vendor contract for all outside work being done on MNA campus.
- Co-ordinates with Director of Administration during inclement weather.
- Member of facilities working group.

Education and Experience Requirements:

- Five years' experience managing facilities or in construction supervision.
- Five years' experience in managing mechanical systems, such as HVAC, electrical, plumbing, and general construction.
- Must pass a background check.
- Must possess a valid Arizona Driver's license.

Abilities, Skills, and Knowledge:

- Honesty, a good work ethic and a positive point of view
- Ability to build positive working relationships with colleagues in other departments.
- Knowledge of security, building and infrastructure systems.
- 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 365.
- 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.

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.

"We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws."