

GENERAL INFORMATION

Title: Facilities Maintenance Chief

Classification: Exempt

Reports to: Deputy Director for Facilities

JOB DESCRIPTION

Summary/Objective

The Facilities Maintenance Chief is integral in the stewardship of this National Historic Landmark. The Facilities Maintenance Chief is responsible for guiding the maintenance of this historic 50 acre facility and provides support for many aspects of this multifaceted operation including all meetings, programs, rentals and events.

Supervisory Responsibility

This is a Supervisory position which directly over sees the Facilities Maintenance Assistant Chief and guides the development of and work performed in the maintenance section.

Essential Functions

Vizcaya's Facilities Maintenance Chief works closely with the Deputy Director for Facilities to evaluate and ensure efficient operations for all of Vizcaya maintenance resources including but not limited to: Maintenance Section budget; maintenance and custodial staff; historic structures; mechanical, electrical, and plumbing systems; utilities; equipment and supplies; commodity & service vendors; and infrastructure. Coordination and collaboration within the Facilities Division, including the Capital Projects Section, as well as throughout the organization and with outside vendors is a key function which this position performs.

Competency or position requirements

- Possesses a thorough working knowledge of the following building trades and equipment: electrical, plumbing, boilers & HVAC, carpentry, masonry, plaster and painting & finishes.
- Evaluates and manages a holistic preventative and cyclical maintenance plan that ensures optimal stewardship of Vizcaya's historic resources.
- Investigates, determines, and plans long-range projects that improve and upgrade facility that do not compromise or prevent the compromise of historic fabric.
- Works extensively with computers including but not limited to: researching products, services, and vendors; creating vendor bid request packages; preparing written materials (e.g. repair status, activity logs, project records, etc.) for the purpose of documenting activities and/or conveying information; entering data into and maintaining accuracy of information in maintenance software program.
- Obtains quotes and arranges for services of outside vendors for all necessary functions.
- Works with outside vendors to complete maintenance and repairs as necessary.

- Maintains accurate accounting of expenditures, and balances budget with consideration given to unforeseen situations
- Maintains all required inspections and operating permits required by Local and State Governments.
- Has considerable knowledge of the occupational hazards and safety precautions applicable to maintenance and construction work and be able to monitor staff for compliance.
- Has ability to understand plans, sketches, and construction drawings.
- Updates Deputy Director for Facilities on project status, budget, and issues and conflicts through regular meetings and the Facilities Division Log.
- Works with Deputy Director for Facilities and other divisions with planning, exhibition fabrication, and set up and dismantling events, rentals and meetings as needed.
- Through regular meetings, maintains complimentary relationship with Capital Projects Section. Recommends projects that may become capital projects and accepts responsibility for projects that are not recommended to be capital projects.
- Works with Deputy Director for Facilities, Conservator and Archivist to develop procedures for documentation and ensures implementation of these procedures for all maintenance related activities.
- Serves as a member of the Preservation and Maintenance Task Force to ensure planned maintenance work with a historic preservation impact is approved by the task force. Understands established boundaries between site conservation/preservation and site maintenance and ensures subordinates follow Secretary of Interior's Standards when they are involved in projects.
- Serves as a member of the Safety Committee which is responsible for ensuring that Vizcaya is a safe environment for all visitors and staff.
- Communicates with staff when projects will have an impact on the daily operation of the site.
- Directs hurricane/tropical storm preparation and serves a key role before, during, and after preparations or an actual hurricane/tropical storm.
- Responds to emergency maintenance requests during and after hours for the purpose of resolving immediate safety concerns.
- Performs minor troubleshooting and recommends course of action.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions. Trains staff as necessary.
- As necessary, operates power equipment including power washer, buffing machine, carpet cleaning machine, drills, saber saws, circular saws, generators, small sump pumps, stake driver, etc., according to established procedures and in a manner that ensures the safety of persons and objects.
- Maintains work area and equipment in a clean & orderly condition.
- Excellent organization, planning, written & verbal communication skills.
- Computer proficiency in using MS Office and database management programs.
- Excellent people management skills, including the ability to manage complex relationships with subordinates, other staff, contractors and consultants.

Work Environment/Physical Demands

This position can expect to spend approximately 60% of their time in the office and or meetings and 40% in outside working in the elements. Must also have the ability to climb ladders, lift and move 25-50 lbs. frequently and 50-100 lbs. occasionally. This list is not all inclusive.

Position Type/Expected Hours of Work

This is a full-time position primarily working Monday – Friday during normal business hours. Occasional working on evenings and weekends as needed. Emergency response 24/7.

Travel

Travel is minimally required to pick up supplies at vendors.

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Required

- An Bachelor's Degree with a minimum of five years' work experience in building/facilities maintenance
- Three years of experience supervising building/facilities maintenance operations.

Preferred

- A Bachelor's Degree in Architecture, Construction Management, Historic Preservation, Engineering or related degree.
- Experience at a similar historic site, museum or estate is highly preferred.
- A working knowledge of historic buildings and their mechanical systems; appropriate maintenance and repair methods; tools and materials.
- Bi-lingual.

Certifications Required

No special certifications and/or licenses are required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply

Please submit a cover letter and resume to:

HRVizcaya@vizcaya.org

EOE

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.