



## **POSITION DESCRIPTION**

### **FACILITIES MANAGER**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Facilities Manager is responsible for guiding the maintenance of the buildings, infrastructure, and equipment. The position is on the Finance and Operations Team in the Facilities Department and reports to the Senior Director of Facilities.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Evaluate and maintain safe, efficient facility operations, including historic and non-historic structures; mechanical, electrical, and plumbing systems; utilities; equipment and supplies; commodity and service vendors; and infrastructure.
- Manage a preventative, cyclical maintenance plan and develop long-range plans that ensure optimal stewardship of facility resources in a historically sensitive manner.
- Maintain all required inspections and operating permits.
- Annually develop and adhere to the operating budget based on priorities. Oversee procurement.
- Monitor and maintain the Building Management System and Maintenance Work Order Software.
- Perform advanced troubleshooting and respond to emergency maintenance requests during and after hours.
- Direct hurricane/tropical storm preparation, response and recovery.
- Coordinate and collaborate with Capital Projects Section on capital improvements and other departments for public programs, meetings and rentals.
- Understand and interpret system schematics, equipment manuals, plans, sketches, and construction drawings.
- Safely operate a variety of hand and power tools, material handling equipment and vehicles in performing duties and train staff as necessary.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

### **General Responsibilities**

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision and strategic plan.
- Help to sustain and grow Vizcaya's revenues and participate in pursuing funding opportunities.
- Proactively promote communication, collaboration and customer service.
- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.
- Recommend hiring, discipline and promotion of your direct reports; review and approve payroll, leave and overtime; set annual employee goals and evaluate performance.

### **Position Requirements**

- At least three (3) years of work experience as a Maintenance Chief or Facility Manager, including at least five (5) years of supervisory experience.
- Bachelor's degree in Engineering, Facility or Construction Management or a related field.
- Deep and current knowledge of building trades; mechanical, electrical, plumbing, and cooling equipment; occupational and environmental hazards and safety precautions applicable to maintenance and construction work; building management systems and work order programs.
- Demonstrated leadership, teambuilding, communications, project management and financial management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- English fluency.
- Proficiency with Microsoft Office, Building Management Systems, and maintenance work order programs.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Additional relevant work experience, training and education.
- OSHA or EPA certification.
- Work history includes employment at a museum or cultural facility.
- Spanish, Haitian Creole and other language skills.

### **Work Environment/Physical Demands**

Work is conducted both indoors and outside, with some portion involving interaction with the public, community members, partners, donors, vendors, contractors. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items 25-50 pounds and less frequently over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Vizcaya is a non-smoking environment.

### **Position Type/Expected Hours of Work/Schedule**

This is a full-time hourly non-exempt position (40 hours per week), Monday through Friday from 7:00 AM until 3:30 PM. Evening hours and weekends may be expected, especially during the busy season. Emergency response is 24/7.

**To Apply**

Please submit a resume expressing your interest in this position to: [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org). Please reference the position title in the subject line of your email.

**Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

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