

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Facilities Supervisor, Art School
Department:	Operations
Supervisor:	Operations and Facilities Manager
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	Mon–Fri 7am – 4pm, 24 hour on-call
Issue/Revised Date:	01/22/2016

The Honolulu Museum of Art (Museum) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

This position is responsible for the care, maintenance, and operation of the Art School; Performs and supervises tasks related to HVAC, electrical, plumbing, safety, custodial and event coordination.

Minimum Qualifications:

- High school diploma or equivalent.
- 2 years supervisory experience.
- Minimum 3 years or combination of experience and/or formal training in facilities maintenance, HVAC, mechanical, electrical, and plumbing systems.
- Working knowledge of carpentry, custodial, electrical, mechanical, plumbing, and proper use of hand/power tools.
- Understanding of basic HIOSH/OSHA requirements, safety and first aid procedures.
- Effective communication skills with the ability to work independently and in a team setting with a variety of staff, vendors, and general public, including children.
- Strong focus on attention to detail, organizational skills, ability to multi task and manage multiple projects/deadlines.
- Proficient in the use of Microsoft Office (Excel, Outlook, Word).
- Ability to work evenings, weekends, and holidays as required.
- Valid Driver's License.

Desired Qualifications:

- Certification / professional training in related fields. HVAC, mechanical, heavy equipment, etc.
- Museum facility experience.
- Understanding of Honolulu Museum of Art's vision, mission, values and a dedication to advancing the organization in a sustainable way for future generations to enjoy.
- Ability to interpret and use of blueprints, schematics, manuals, and specifications.
- Experience in development, tracking, and working with a budget.

Essential Duties:

- Responsible for the overall management of the Art School's physical plant.
- Monitor and ensure the proper operation of the mechanical and electrical systems as well as utilities.
- Inspect buildings and grounds, building systems, and equipment to determine need for maintenance and/or preventative maintenance; establishes maintenance schedules; coordinates, assigns, and supervises the work of employees or contracted maintenance providers in the general maintenance and upkeep of building, grounds, and equipment; inspects completed projects.
- Requisitions materials, supplies, parts and tools. Maintains control over their inventory, storage, and use.
- Compiles and maintains service logs. Analyzes operational and maintenance cost and prepares reports as needed.
- Working with the Operations and Facilities Manager and Director of the Art School to organize support for classes, associated programs, and general needs of the Art School; ensures proper scheduling and staffing for set up and break down of events.
- Working with the Operations and Facilities Manager, assist in the oversight, monitoring, and administration of capital expansion and improvement projects; assists with the coordination of construction, remodeling, and outfitting of the facilities between the Art School and contractors.
- Keeps buildings safe by making sure they meet building code requirements; works with Operations and Facilities Manager and Art School Director to report problems, solutions and cost associated.
- Other duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand. Sense of humor and flexible approach to the position is a must.

Working Conditions and Atmosphere:

Ability to climb stairs, walk on uneven, and occasionally slippery surfaces. Ability to pull, push, lift and carry up to 50 pounds with occasionally heavier loads. Ability to bend, stoop, kneel, crawl, and crouch. Work areas can be dusty, humid, have various kinds of chemicals, fumes and odors. Noise level is usually normal, but may be loud when using power equipment.

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required.

Department Approval

Date

Human Resources

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class