

# **Briscoe Western Art Museum – San Antonio, Texas**

## **Position Description**

---

### **Facilities Manager**

---

**Reports To:** Head of Museum Operations  
**Fair Labor Standard Act Status:** Exempt, salaried with benefits  
**Department:** Facilities Department

#### **POSITION SUMMARY**

The Facilities Manager works in the Briscoe Western Art Museum's Facilities Department, with primary responsibility for the core of an approximately one and one-quarter acre campus, which includes a nearly 60,000 square-foot museum comprised of the historical 1930 library building, the Jack Guenther Pavilion, McNutt Sculpture Garden and premiere River Walk frontage. Duties include managing the maintenance and repair of the museum's building systems; to include heating/ventilation/air conditioning; electrical; interior and exterior lighting; plumbing; landscaping and landscape lighting; River walk frontage and water features; and minor construction projects.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages the day-to-day operation, maintenance and repair of physical plant equipment including: heating; ventilation on air conditioning systems; electrical; interior and exterior lighting; plumbing; landscaping; landscape lighting; River Walk frontage; and water features.
- Supervises and mentors the Facilities and Custodians/Landscaping team.
- Responsible for managing and monitoring the Facilities Departmental Budget.
- Performs and ensures safe operation of plant equipment by adhering to all operational, security, safety, and regulatory requirements of the museum.
- Performs, in a safe manner, routine maintenance and repair duties for physical plant systems not covered by outside vendors.
- Utilizes a number of computer software programs that control system performance and scheduling of HVAC and lighting systems.
- Interfaces with outside service vendors contracted to perform specific routine maintenance and repair projects and ensures that service vendors adhere to all operational, security, safety, and regulatory requirements of the museum.
- Schedules and hosts site visits by governmental inspectors and regulators.
- Continually monitors and evaluates the effectiveness of short- and long-term routine maintenance protocols to ensure efficient and safe operation of the physical plant.
- Implements and reviews governmental licensing and compliance issues.
- Participates in the development and oversight of emergency preparedness and disaster response plans.
- Responsible for the procurement and safe storage and use of assets for the department, including tools and miscellaneous equipment.
- Develops and keeps current, hard copy, and digital files pertaining to equipment operating manuals, warranties, licenses, permits, vendor contracts, and safety manuals relating to physical plant systems.
- Maintains and updates Material Data Sheets for use by all museum staff.

## Position Description for Facilities Manager

---

- Coordinates the repair of locks and doors for museum staff as needed.
- Coordinates with the Safety Department the annual inspection of fire extinguishers.
- Coordinates with the Safety Department quarterly inspections for the fire system and building reports.
- Provide assistance as requested by Museum and Pavilion staff such as setting up tables and chairs and linens for special events and/or meetings.
- Performs other departmental duties as required.

### QUALIFICATIONS

- College degree and/or technical training in mechanical engineering and systems, with course work in project management, systems management, and safety preferred.
- Ten years of hands-on experience in plant or some combination of experience that would develop skills in completing and plant maintenance and repair duties, including minor construction projects.
- Familiarity with a similar work environment is preferred, such as a museum, university, hospital, hotel, or research lab.
- Must have good written and verbal communication skills; be able to operate a computer; read, write, and be creative and innovative in finding solutions to technical problems; exercise proficiency in handling technical and system failures; and be efficient in handling paperwork and handling simultaneous projects.

### PHYSICAL REQUIREMENTS

Position requires periods of physical activity, including climbing ladders, operating valves, lifting at least 50 pounds, and pushing 75 pounds with the assistance of a cart on a regular basis. Evening, weekend and holiday work is required.

**Interested parties can send a cover letter and resume using any one of these methods:**

Facsimile/FAX

Subject: Facilities Manager

Fax Number: (210) 299-4118

or

Email

Subject: Facilities Manager

info@briscoemuseum.org