

## **Facilities Manager**

Reports to: Executive Director

Hours: 20 hours a week. Some Saturdays and evenings required. Possibility for additional hours.

Salary: \$20 per hour or more depending upon qualifications.

The Facilities Manager at the Napa Valley Museum Yountville oversees all aspects of the Museum's physical facilities, indoors and outdoors. Duties include the maintenance of the galleries and landscaping, setting up and cleaning after special events, ordering supplies, interacting with our outside contractors for security, maintenance of elevators and heating systems, and other duties as assigned. Some repairs of plumbing and lighting fixtures, painting and weatherproofing, required.

This position needs an outgoing and positive personality, a high level of organization and attention to detail, and an ability to communicate with team and board members and to interact well with the public. Honesty and integrity are very important as this position is responsible for ensuring a safe and clean environment for our staff and visitors. This job is for someone proactive who wants to take responsibility for our Museum's facility to keep it in great shape. Work Schedule: To be determined; generally, Mondays through Fridays, some evening and weekend work required.

### **Minimum Qualifications**

- Experience with maintenance and with light construction, plumbing and electrical repair
- References from former employers, attesting to honesty and trustworthiness
- Basic computer skills, for emails and budgets and to control HVAC, cable and alarm systems
- Ability to prioritize work, be proactive, take initiative and resolve problems
- Great attention to detail and focus on security
- Self-motivated, but with an ability to work with a team, as well as individually
- Ability to judge multiple projects and determine priorities in a busy, changing environment
- Ability to stand for up to four hours of time
- Ability to lift 50lbs and climb ladders, handle heavy carts, setup tables and chairs
- Ability and willingness to answer emergency calls and alarms after hours

### **Specific Job Duties**

- Facility Cleaning – Offices/Kitchen/Gallery
- Trash Removal – Offices/Kitchen/Outside
- Landscaping – Watering/blowing/weed control
- Small Repairs - plumbing, painting, light fixtures
- Painting
- Purchasing of cleaning supplies and restroom supplies
- Contact for Maintenance and service contracts, and scheduling regular service
- Maintenance of Equipment and basic operation of our HVAC, utility and internet service
- Assist Exhibition Director with needed gallery clean-up and repair on walls and floor, etc., as needed

**Send resume and cover letter to Amanda Leopold, [amanda@napavalleymuseum.org](mailto:amanda@napavalleymuseum.org)**

The Napa Valley Museum is an Equal Opportunity Employer