

Facilities Manager

Reports to: Manager of Operations

Hours: base 24 hours a week. Some weekends and evenings required.

Salary: \$25 per hour to start, with potential for Full Time position with benefits for the right person.

The Facilities Manager at the Napa Valley Museum oversees all aspects of the Museum's two 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. Building and installation of exhibitions is part of the job too, usually involving some extra work hours.

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 two facility to keep them in great shape.

Work Schedule: To be determined; generally, Wednesdays through Saturdays, some additional Sunday morning and evening work required to support events.

Minimum Qualifications

- Experience with maintenance and with light construction, plumbing and electrical
- References from former employers, attesting to honesty and trustworthiness
- Basic computer skills, for emails, 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 to store and setup tables & chairs
- Ability and willingness to answer emergency calls and alarms after hours

Specific Job Duties

- Facility Cleaning – Offices/Kitchen/Gallery/Bathroom
- Trash Removal – Offices/Kitchen/Outside
- Landscaping – Watering/blowing/weed control
- Small Repairs - plumbing, painting, caulking, light fixtures plus weatherproofing
- 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
- Assist Operations Manager with needed gallery clean-up and repair as needed
- Setup and takedown before and after events

Napa Valley Museum Yountville is an at-will employer, and does not discriminate based on race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, or any other basis prohibited by applicable law. Compliance with vaccine regulations required absent reasonable request for accommodation.