



morgan art of papermaking conservatory & educational foundation

Facilities Manager Job Description

Summary

Reporting to the Executive Director, this position is responsible for the safe operation and proper functioning of the Morgan Conservatory's physical plant, studios, and grounds, including but not limited to: maintenance and repair of all tools & equipment, supervision of shop safety practices and OSHA compliance, and assistance in preparation for events. Meets regularly to forward the mission of the Morgan.

Duties & Responsibilities

- Consult regularly with the Executive Director, and staff as necessary, to ensure the facility is well maintained, safe, and functional for all planned activities and uses, including studio areas, offices, storage areas, etc.
- Upon approval of the ED and proper vetting, hire and supervise independent contractors for:
 - Grounds management, including but not limited to snow removal; maintaining lawns and garden; gutter and roof repairs, etc.
 - Janitorial and cleaning service
- Physical Plant includes primary building (studios, gallery, offices, etc), grounds, adjacent property, garden, and storage buildings.
 - Communicate with ED on issues relating to building infrastructure. Ensure electrical, HVAC, water, plumbing, window, roof, security systems and structures are maintained;
 - Make necessary improvements and repairs to meet safety standards;
 - Monthly cleaning of drains, gutters, and plant material from roof;
 - Check building/facilities after storms for damage or leaks;
 - Coordinate with city services (trash, water/sewer);
 - Maintain inventory and tools for general repairs, maintenance, and cleaning;
 - Maintain grounds equipment, such as shovels, rakes, lawnmowers, weed wacker, snow blower, etc.
- Studios and Equipment
 - Determine schedule of maintenance and repairs for studio equipment, such as printing presses, paper pulp beaters, and wood shop tools. Coordinate the service of equipment with outside contractors when necessary.
 - Research and acquire new and replacement equipment when necessary.
 - Maintain the general appearance and organization of the studios.

- Support rearrangement of studio areas as necessary, including for special events such as artist lectures, exhibitions, benefits, and volunteer days.

Safety & OSHA Compliance

- Establish and maintain a culture that promotes the safe use of all facilities, equipment and materials.
- Deliver safety orientation to new staff upon hire, and to existing staff annually.
- Work with Executive Director and staff to ensure safe and proper usage of studio equipment, handling and storage of hazardous chemicals, and usage of personal protective equipment.
- Monitor shop usage through safety training and consultation.
- Maintain and update SDS sheets; properly display them for easy access in the case of an emergency.
- Able to follow safety protocols in the case of an emergency.

Budget/Supplies

- Assist with annual budget list to the Executive Director.
- Manage Facility related inventory and purchasing according to budget. Maintain sufficient levels of materials and supplies needed for general operation and maintenance.
- Complete material & budget research for planned renovations as requested.

The above statements are intended to describe the general nature and level of work performed by the candidate; they do not describe all functions. Other duties may be assigned, and the essential functions may change from time to time as necessary.

Education:

- HS diploma required, Associates degree preferred, with previous facilities management experience (2-3 years).
- Experience or general knowledge of the visual arts, desired but not required.

Competencies, Knowledge, Skills & Abilities:

- Desirable: knowledge of machine maintenance and repair; knowledge of printmaking or papermaking equipment is a bonus.
- Good interpersonal skills for training and consultation.
- Strong organizational skills.
- Ability to work independently, set priorities and with good follow through.

Compensation:

- \$20 - \$25 /hr, part time at 30 hrs /week

Please send resume and cover letter to jobs@morganconservatory.org.

Application open until filled.