

## **BUFFALO SOCIETY OF NATURAL SCIENCES**

***Buffalo Museum of Science - Inspiring curiosity through exploration***

***Tifft Nature Preserve - Valuing nature's wisdom***

**Dep't./Division:** Buildings and Grounds

**Position Title:** Head of Buildings and Grounds

**Primary Reporting Responsibility:** Chief Financial Officer

**Status:** Full-time/ Exempt

**Overview:** At the Buffalo Society of Natural Sciences, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research shows that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

**Summary of Position:** Under the supervision of the Chief Financial Officer, the Head of Buildings & Grounds directs an organization's facilities department. Oversees the functioning of building systems including mechanical, electrical, fire/life safety, and elevators at ultimate efficiency. Plans, organizes and supervises all work of the Building and Grounds Department, directing staff and overseeing the upkeep of equipment and supplies; ensuring the buildings and grounds are maintained, comfortable, visually pleasing and safe. Oversees contractors for facility repairs and renovation projects. This position supports and interfaces with all levels of the organization. Relies on extensive experience and judgment to plan and accomplish goals.

### **Head of Buildings & Grounds Essential Functions:**

- Establish high standards of building maintenance and operations and safety commensurate with a high-visibility, intensely used, and architecturally unique structure encompassing high value exhibits.
- Participate in all activities associated with planning and decision-making required to maintain the safety, appearance, and effective/efficient use of the facility and conduct of daily activities.

### **Facility Maintenance Duties and Responsibilities:**

- Conduct daily inspections of facility spaces to ensure high standards of appearance and readiness are maintained.
- Supervise all vendor contracts associated with structure maintenance and operations including janitorial, fire detection, fire protection, elevators, HVAC, security, electrical and mechanical.
- Participate in all activities associated with planning and decision-making required to maintain the safety, appearance, and effective/efficient use of the facility and conduct of daily activities.
- Respond to all building system failures. Diagnose their cause and supervise all activities required to restore proper operation.
- Plan for and supervise building structure and service systems repair, alteration, and upgrade projects.
- Respond to building security alerts, ensuring proper response is undertaken as well as proper security system operation is maintained and documented.
- Maintain the library of building maintenance and operations manuals, reference documents, and spare parts.

- Manage the inventory of supplies and spares required by building maintenance and operating activities.
- Administer key and alarm control management ensuring ultimate protection of our Museum assets and collection areas.
- Responsible for the maintenance of the Society fleet including repairs, yearly inspections and registration records.
- Coordinate with other museum staff to minimize the impact of building maintenance and operations activities upon museum functions.
- Work with the CFO to create budgets and document expenses incurred for activities associated with building operation and maintenance.
- Other duties as assigned.

#### **Museum Operations Duties and Responsibilities:**

- Overall responsibility of operations of the Museum. Lead by example with a strong work ethic. Nurture a cooperative and professional working environment. Ensure safety, security, and financial integrity in all Museum operations.
- Develop, maintain, and enforce rules, regulations and procedures to ensure successful implementation and adherence
- Plans the work schedules and supervises the execution of the work by the building and grounds team ensuring that all work is completed to our commitment to excellence at all Societies' sites.
- Coordinate and assist with all work order requests from staff for programs, events and facility rentals including furniture assembly and movement; tear-down and clean up, ensuring timely completion.
- Order supplies and materials, and maintain inventory of supplies for routine repair and/or replacement
- Maintain blueprints, catalogues and preventive maintenance records of the buildings and all buildings infrastructure.
- Understand and adheres to Museum Collections policies and procedures, coordinating all work in collections areas with the Director of Collections.
- Maintain pest and poison control procedures and data at both sites.
- Conduct training sessions to instruct workers in proper performance of their duties. When required, outside instructors will be utilized.
- Interface with School 59 staff and outside contractors to maintain professional relationships.
- Plans regular maintenance of all physical properties including vehicles of the Society
- Develops and manages the preventive maintenance plan for all infrastructure and ensures compliance with Museum industry standards at all of the Societies' sites.
- Manage the contracted Security force for the Society ensuring proper scheduling and billing of services.
- Maintains safety equipment and procedures as per OSHA published guidelines and managing all required reporting to OSHA.
- Other duties as assigned

#### **Education, Experience & Skills Required:**

- Associate Degree in related field (engineering, construction management, facilities management, etc.) and 5 years of relevant experience involving operation and maintenance of industrial and/or commercial facilities.
- or 10 years of progressively responsible experience in supervision of facility maintenance and building operations, or equivalent.

- Some knowledge of HVAC systems, plumbing, electrical, blueprints; building maintenance experience is essential
- Physical dexterity required to access remote spaces (roof, ceiling crawl spaces, etc.) as well as ability to lift and move items of various weights and sizes
- Ability to manage, lead, and motivate a strong team while treating all respectfully
- Able to manage multiple projects and priorities with successful outcomes
- Ability to work flexible and variable hours including some weekends and evenings
- NYS Driver's license in good standing is required
- Ability to respond quickly to urgent security, building service and utility failures.
- MS Office, Word, Excel, Outlook required
- Good customer services skills; ability to meet with public and vendors

**Physical Demands:**

- Physical dexterity required to access remote spaces (roof, ceiling crawl spaces, etc.) as well as ability to lift and move items of various weights and sizes
- Ability to bend, stoop, climb, push, pull, lift, climb ladders (approx. 40-50 lbs.)
- Reading printed material and computer screens regularly throughout the day
- Moving around between the Society's sites on a daily basis
- Must be able to work weekend and holidays as necessary.

Please send cover letter, resume, salary requirements and names of three references via USPS or email to:

Hope Kianka  
 Chief Financial Officer  
 Museum of Science  
 1020 Humboldt Parkway  
 Buffalo, NY 14211  
[careers@sciencebuff.org](mailto:careers@sciencebuff.org)

Applications will be accepted until July 16, 2018.

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