

**Position:** Facilities Manager

**Organization:** Capital Jewish Museum

**Department:** Operations

**Reports to:** Chief Operating Officer

The Capital Jewish Museum is seeking a Facilities Manager to join our team at a pivotal moment. Help us open the newest cultural institution in DC. This new full-time position will be an integral part of our Operations team and to how our Museum is run day-to-day. Responsible for supervising housekeeping and maintenance contractors, this role is charged with maintaining the multiple components of our physical plant, including our historic synagogue, to provide a safe, clean, and stable environment for the public, staff, visitors, and volunteers.

### **Duties and Responsibilities**

- Maintain and monitor all facility systems and equipment, responding to and resolving problems where and when appropriate.
- Plan and carry-out seasonal maintenance program to ensure proper care and functioning of museum related equipment.
- Cleaning restrooms, emptying trash and general maintenance when housekeeping contractor is not onsite.
- Performing general repairs as needed.
- Coordinating and scheduling deliveries, installations, and the use of loading dock with property managers.
- Working in partnership with the Operations and Collections teams to prepare for emergencies through risk management planning, coordinate safety training for all staff to include fire safety, fire extinguisher and evacuation procedures.
- Identify and develop a plan for maintenance, repair, and annual upkeep.
- Develop goals on planning and prioritizing large-scale maintenance and repair efforts.
- Manage annual department budget, keeping records of expenditures, repairs and maintenance on all buildings and properties.
- Serves as a member of the Emergency Response Team.
- Ability to address day-to-day and long-term responsibilities independently, convey professional, positive manner to co-workers.
- Knowledge of OSHA, LEED and other necessary regulations.
- General knowledge of security practices and procedures.
- Strong procurement and negotiation skills.

### **Qualifications**

- Three + years' experience in physical plant management, experience with demonstrable skills in facilities management.
- Background in mechanical engineering a plus.
- Knowledge in addressing and resolving issues and situations which are potentially hazardous, or which may cause loss to the Museum.

- Communicate effectively both verbally and in writing.
- Welcome and embrace differences among employees and visitors.
- Perform effectively as a member of a team in carrying out the Museum's stated mission and core values.
- Ability to stand for long periods of time.
- Ability to lift up to 50 pounds.
- Ability to work occasional nights and weekends.

### **Related Skills**

Strong organizational and interpersonal skills; problem solving ability, attention to detail, ability to recognize and address day-to-day and long-term responsibilities without direct supervision; goal oriented; be supportive of colleagues in all areas of museum operations. Salary is commensurate with experience.

### **Salary and Benefits**

The salary for this position is \$50,000 - \$60,000. The Capital Jewish Museum offers a generous vacation schedule, and a benefits package that includes health insurance (employer pays 75% of employee), Metro Stipend, Life Insurance, and a 403b with 3% employer match after a vesting period.

### **To Apply**

Interested applicants are asked to please forward a resume and cover letter in a single PDF to [info@capitaljewishmuseum.org](mailto:info@capitaljewishmuseum.org).

Offer of employment contingent upon a pre-employment background check and proof of vaccination against COVID-19.

We value a diverse workforce and an inclusive culture. CJM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.