



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: FACILITIES MANAGER

REPORTS TO: CHIEF FINANCIAL OFFICER

Chesapeake Bay Maritime Museum (CBMM) is dedicated to preserving and exploring the history, environment, and culture of the entire Chesapeake Bay region, and making this resource available to all. As an educational institution, staff fulfill CBMM's mission, goals, and vision, working individually and collaboratively to encourage the public's access to our collections, programs, and resources.

Serving more than 90,000 guests each year, CBMM's 18 acre campus includes a floating fleet of historic boats, 12 exhibition buildings, and changing special exhibitions, all set in a park-like waterfront setting along the Miles River and St. Michaels' harbor.

SUMMARY DESCRIPTION

The Facilities Manager (FM) is responsible for the management of all physical plant operations including buildings, building systems, grounds, marina, and janitorial services as well as oversight of utilities, energy management, and fire safety and security systems, to provide a safe, healthy, and comfortable environment for staff and guests.

KEY ATTRIBUTES

- Excellent communication skills.
- Ability to work well with a small team in a customer facing environment while promoting CBMM's Service Values.
- Working knowledge of building maintenance and landscaping best practices.
- Ability to perform routine manual work in an outdoor setting.
- Full knowledge of operation of hand and power tools.
- Ability to read and interpret equipment manuals, technical documents, and work orders.
- Comply with OSHA Safety and Health rules.
- Completion of a standard high school curriculum or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Working knowledge of word processing, spreadsheet, email, and maintenance management software.
- A valid driver's license, and clean driving record.

PRIMARY RESPONSIBILITIES

- In collaboration with the Chief Financial Officer (CFO), the FM provides input for the strategic planning process as it pertains to CBMM's facilities department, including assessing staffing needs, development of short and long-term maintenance plans for the entire CBMM facility, and planning for the department's capital and operating budget needs.
- Supervises facilities department staff and volunteers to accomplish strategic goals & plans, including departmental budgets and staffing plans, and the development of staff to maximize individual potential and satisfaction.
- Maintains the safe condition and neat appearance of CBMM's campus to include buildings (interior and exterior), out-buildings, lawns, landscape, gardens, hardscapes, parking lots, driveways, perimeter fencing and gates, signage, lawn irrigation, walkways, and marina facility (docks, piers, bulkheads, shore power, etc.). This requires job planning, requisition of necessary supplies, scheduling of facilities staff and volunteers, and small project management. Maintain records of all repairs, maintenance, and improvement work performed.
- Prioritizes facilities jobs and tasks, and schedules staff and volunteer work to reflect those priorities.
- Manage relationships with vendors and contractors performing work in any area of responsibility.
- Prioritizes the utilization of CBMM's team of dedicated volunteers that provide carpentry and gardening assistance.
- Plans and supervises all capital projects outside of CBMM's Master Plan.
- Maintains all departmental hand and power tools as well as CBMM's entire fleet of golf carts and ensures all departmental staff and volunteers are trained on proper use.
- Coordinates with the Shipyard, Boat Donation, and Education departments on the maintenance and repair of CBMM's fleet of vehicles and heavy machinery.
- Coordinates logistics for special event and festival set-up and break-down in close coordination with Events staff.
- Compliance with CBMM's hazardous materials collection, containment, and disposal program in cooperation with CBMM's Shipyard and Boat Donations Program.
- Manages supply inventories for departmental needs, including, but not limited to fuel and janitorial supplies.
- Ensures facilities workshop and office provide a clean, orderly, and safe working environment.
- Other duties as necessary for the operation of CBMM as assigned by the CFO.

This position is a full time, nonexempt position of CBMM with an expected minimum work schedule of 40 hours per week. The FM is expected to be available to work a flexible schedule that will periodically include evenings, weekends, and holidays.

The FM is expected to be present for all special events unless otherwise arranged with the CFO and may be assigned to work in a capacity alternate to that defined above.