Facility Maintenance Supervisor

Department: Facilities and Grounds  Supervisor: Director of Facilities and Grounds
Supervises: Facility and Maintenance Personnel
FLSA Salary Classification: Non-Exempt, Full-time
Availability: Ability to work a flexible schedule including nights, weekends and holiday hours. The actual schedule will be based upon organizational needs.

General Summary:
Supervises the Garden’s daily facility operations and services including building maintenance, janitorial services, outside facility contractors/service providers, safety/security systems, facility setup/support, and program support services in order to provide a safe, healthy, and effective environment that reflects the standards of operation of the organization. Provides input and expertise to the Director of Facilities and Grounds to assist in forecasting the financial, labor and systems resources needed to support the scope of Facilities and Grounds operations. Adheres to policies, procedures and systems that support the overall mission and strategies of the organization through maintaining the facilities, assets, support systems and physical appearance of the Garden in an exceptional manner. Actively participates in organization initiatives, collaborating with other Managers and key staff in support of strategic objectives, special projects, and program support.

Essential Duties:
• Works closely with the Director of Facilities and Grounds to insure the maintenance of the Garden’s buildings, structures, equipment, incorporating both a responsive repair and preventive maintenance approach that details an ongoing, actionable plan. Supervises the resources or directly performs regular, documented inspections to identify repairs and improvements required.
• Supervises personnel involved with the Facilities, insuring schedules and work priorities are defined effectively. Insures assessment of overall work quality and progress. Insures ongoing collaboration and effective communication is maintained across all areas of the organization that is supported by the resources of the department.
• Oversees and develops relationships with 3rd party service providers determined to provide the most cost-effective and efficient services related to operational services and systems.
• Supports strategies to manage usage of energy, water and other resources impacting the environment in a manner that aligns with public garden conservation and sustainability practices.
• Provides input for and works within budgets and multi-year forecasts
• Participates in and supports the usage of automated systems needed for records management related to work orders, furniture, equipment, specifications and supplies management.
• Participates in the planning and insures oversight of building projects performed by outside contractors.

• Schedules, monitors and supports on-site visits for city and state safety compliance inspections as well as tracking and scheduling needed outside services to ensure the Garden’s facilities stay in compliance with all government and industry standard safety practices.

• Supports staff and volunteer needs related to workspace, phone, computer, and technology systems.

• Provides day to day support and management related to the full range of indoor Garden activities, venues, AV and technology systems, furniture and equipment and janitorial services.

• Assists in providing a safe and accessible workplace is maintained in compliance with OSHA, ADA and all other regulatory requirements.

• Works collaboratively with members of the facilities and grounds department as well other departments to support both the goals of the department as well as the entire organization.

• May occasionally perform duties of Grounds and Security Supervisor

• Other duties as assigned.

Qualifications:
Associates degree in Facilities Management, Industrial Maintenance or related technical field required, or commensurate extensive hands-on facilities or operations management experience. 2+ years of previous experience in logistics, facilities, equipment, or operations services development and management required. Supervisory experience required. Experience in a complex environment of multi-building campus serving a public 7-day a week operation preferred. Strong knowledge of general maintenance disciplines with demonstrated experience in coordinating logistics and services required for provide full-service support. Practical, hand-on experience with a variety of the support services under the scope of the position’s responsibilities including safely operating job-related equipment and tools, including their care and maintenance. Professional certification in Facilities Management (CFM) Electrical, Plumbing, Wiring Methods or other related trades are a plus. Must possess a valid driver’s license, which is subject to insurability and an annual Motor Vehicle Record (MVR) report. Proficiency with Microsoft Office Suite, with emphasis on Word and spreadsheets

Success Factors:
Exemplify Core Values and model them for staff and volunteers. Strong written and verbal communication skills. Ability to work under pressure and to meet multiple deadlines with frequent interruptions. A self-starter who excels at problem solving and the ability to identify issues, and consider multiple solutions. Maintains high standards and effective communications of the performance expectation for departmental staff. Enthusiastic learner who demonstrates a strong attention to esthetics detail. Ability to organize and delegate work, create schedules, and problem
solve. Decision making skills, time management skills and the ability to prioritize. Physical ability to routinely survey the facilities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Physical Demands:** Requires a significant level of physical activity: lifting and carrying (up to 100 lbs.), significant amount of walking over varied terrain, and traveling by vehicles. Some travel required. Sense of vision in the normal range with or without correction. Sense of touch and the ability to wear Personal Protective Equipment required.

- **Work Environment:** Office environment and Garden grounds. Work is performed indoors and outdoors, in all weather conditions.

- **Equipment:** General office equipment, two-way radio, multiple types of vehicles, multiple types/formats of AV equipment, building and repair equipment.

*Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At Huntsville Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 20% of your duties may change annually.*