



JOB POSTING

Job Title: Supervisor of Facilities

Status: Full Time, Exempt

Number of Positions: 1

Salary: \$43,500-\$48,500

Reports to: Executive Director

Posting Deadline: September 15, 2018

Description

Reporting to the Executive Director, the Supervisor of Facilities plans, directs and evaluates programs and projects in support of the institution's facilities including; engineering, repairs, maintenance, operations, utilities, housekeeping and grounds. Working with other members of the Aquarium's leadership team the Supervisor of Facilities oversees operation and maintenance of buildings, operating systems and other facilities.

Essential Responsibilities

- Supervises facilities personnel, hires and trains staff, responsible for scheduling, payroll/time keeping, and proactive management of employee relations.
- Plans, organizes, and forecasts the efficient completion of maintenance requests and projects required to maintain and repair facilities and equipment.
- Manages all work orders through an electronic work order system.
- Evaluates maintenance problems, develops a diagnosis, and provides guidance for correction while ensuring that all work is being performed to industry standards.
- Determines and prioritizes daily maintenance work, adjusts staffing to accommodate maintenance coverage for all 24 hour emergency calls.
- Oversees management, planning and implementation of in-house construction and renovation projects.
- Operates medium to heavy equipment such as a forklift, vehicles, hand and small power tools, building systems, etc.
- Cultivates and maintains a positive working environment.
- Analyzes and prepares a variety of reports/forms, billing invoices, and general correspondence, manages all departmental purchases and the department budget, and compiles budget data.

Requested Requirements

- Associate's degree in Engineering or a related field; or equivalent experience
- Minimum of three years of management/supervisory experience or any equivalent combination of education, training and experience that provides the required skills, knowledge and abilities.
- The ideal candidate will enjoy working within a collaborative environment and be a team player who will productively engage with others at varying levels of seniority.
- Minimum of 3 years of general building trades experience; i.e. Carpentry, Plumbing, HVAC, automotive, Electrical and/or Industrial Painting strongly preferred.
- Possess excellent written and verbal communication skills and demonstrate ability to effectively communicate information
- Must be able to lift, push, and pull up to 50 pounds, and be able to sit/stand for long periods of time and be able to stoop, bend, and climb ladders
- Possess a valid NYS driver's license and maintain a clean driving record

To Apply

Interested applicants should visit <http://www.aquariumofniagara.org/careers> to complete an employment application and attach relevant materials.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.