Job Announcement – 6/12/24

Facilities Manager

The Baltimore Museum of Industry seeks a highly motivated person who is excited to manage the facilities operation of the organization’s 5-acre campus that includes two historic buildings and many feet of waterfront.

A successful candidate will be highly knowledgeable in handyperson skills, be able to lead and train others in these skills and be able to work alongside their direct reports to ensure a safe, clean, and fully operational campus. Along with hands-on knowledge and experience, a successful candidate will have leadership and management skills that allow them to handle multiple projects, large projects, working with a variety of people, personalities, and vendors. Will remain calm and effective in a crisis, and be a team player in assisting colleagues from other departments to achieve joint success.

RESPONSIBILITIES

- Facilities Management
  - Manage and oversee the security, grounds, maintenance, and custodial needs of the BMI building and campus.
  - Supervise contracts with various vendors for maintenance and services, including, but not limited to, fire, HVAC, and elevators.
  - Work with other BMI departments to manage risks, emergencies, and inclement weather events.
  - Proactively develop, assess, and implement a sustainable maintenance plan.
  - Communicate with the Director of Events to prepare for events and with the Collections Manager regarding exhibit needs.
  - Assist with managing events across campus and support special events.

- Project Management
  - Manage large-scale projects including renovations, construction, landscaping, and signage.
  - Proactively identify and make recommendations on projects and expenditures necessary for deferred maintenance, new projects, and major repairs.
  - Coordinate meetings of stakeholders for the above-referenced projects.
  - Manage multiple projects simultaneously

- Custodial Work and Staff Management
  - Manage and work alongside 2 custodial staff to maintain campus and museum buildings through daily cleaning, regular maintenance, and repair work.
  - Create and implement a comprehensive schedule for custodians, including safe, timely, and cost-effective cleaning methods.
  - Create clear daily objectives and hold staff accountable for those objectives.
QUALIFICATIONS
Minimum of three years of demonstrated multi-building facility management and supervisory experience.

Experience managing facility operations, equipment, and special projects preferred.

Well-organized and hands-on in maintaining building infrastructure and equipment.

Ability to use and learn various software to communicate with colleagues and create digital documents as necessary.

Compensation and Schedule:
This position is 40 hours/week Monday-Friday 8am-4pm with occasional evening and weekend work required. This is an in-person position at the museum’s campus on 1415 Key Highway, Baltimore MD 21230.

The salary range for this position is $55,000 - $60,000 DOE and benefits include paid holidays, sick time and personal time, health, dental, and vision insurance, a 403(b) plan with an employer match, and free onsite parking.

To apply:
Please email a cover letter and your resume to humanresources@thebmi.org with the subject line “Facilities Manager - <your last name>”

Applications will be reviewed on a rolling basis, with a preference for those applications received before July 19, 2024.

No one candidate will be a perfect match for this job. We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion are key to professional success. No one ever meets 100% of the qualifications. Please just apply.

The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification.

Located on the waterfront near Baltimore’s Inner Harbor, The Baltimore Museum of Industry (BMI) celebrates Maryland’s industrial legacy and shows how innovation fuels ongoing progress. Our exhibitions, educational programs, and collections engage visitors in the stories of the people who built Baltimore and those who will shape the region’s future. With an ambitious strategic plan in place, museum staff are focused on improving the visitor experience and making the museum a welcoming place of learning and dialogue.