

## **MINGEI INTERNATIONAL MUSEUM**

### **Job Description**

**Job Title:** Manager of Facilities & Security  
**Department:** Facilities/ Security  
**Reports To:** Chief Financial Officer (CFO)  
**FLSA Status:** Full-time, Exempt

**Summary:** The Manager of Facilities & Security is responsible for the general maintenance, building services, and day-to-day security and visitor safety of Mingei International Museum. Additional duties include overseeing minor construction projects, assisting staff and serving as liaison between the Museum and pertinent city departments as well as facility/security related vendors. This is a team-oriented role requiring strong staff management skills, and collaboration with colleagues across all Museum departments. This is also a physically active role requiring walking and standing for long periods of time, bending and lifting, and janitorial duties. Some weekend, night and holiday hours are required.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Work closely with Mingei Transformation Team. Architect, Project Management and General Contractor.
- Work closely with the CFO on departmental training, communications, and the enforcement of Museum security/facility policies and procedures.
- Work closely with House of Charm Co-Tenants.
- Work closely with the City of San Diego building management team.
- Ensure the adequate maintenance and appearance of all MIM facilities and equipment under direction are maintained at all times, including HVAC, electrical and plumbing.
- Ensures appropriate planned and preventive maintenance programs are designed, budgeted and conducted for all building systems and facilities under direction
- Ensures regular walk through of the facilities and inspections of all equipment are completed to ensure maintenance is performed in a timely manner
- Diagnoses causes of equipment breakdowns, testing parts with appropriate instruments, disassembling and assembling parts, and making necessary repairs
- Analyze and recommend additions and changes to all systems.
- Coordinate and oversee maintenance of all facilities related outside vendors.
- Administer all maintenance contracts and payments for various interior and exterior maintenance vendors.
- Establish departmental goals and objectives; develop, recommend and administer policies, procedures, and standards; evaluate department's performance.
- Provides continuous monitoring of energy conservation using meter readings, trend logs and reviewing invoices
- Adheres to LEED for Existing Buildings: Operations & Maintenance certification requirements including, but not limited to:
- Monitors and enforces energy conservation procedures and LEED requirements

- Work to maintain LEED building certification by pursuing green efforts in functioning of building systems and materials used by staff.
- Coordinate and maintain access, security, life safety, CCTV imaging and security systems for all Museum areas.
- Understands and interprets building plans and working drawings to aid in maintenance and troubleshooting
- Supervise and schedule all Museum Gallery Attendants shift hours and special event coverage.
- Facilitate and participate with building maintenance and repairs.
- Supervise, mentor and execute performance reviews for Gallery Attendants.
- Ensure all A/V equipment is functional and in place as required for meetings, conferences and events.
- Understand preparation and procedures necessary to ensure the safety of those on the property as well as the property itself.
- Participate in planned major renovation of Museum on as needed basis.
- Assist in implementing security/emergency procedures for the Museum.
- Assist visitors/staff in event of emergency.
- Ensure high standards for janitorial services.
- Ensure all facility/security staff are trained in operations procedures such as lighting, alarm services, emergency evacuation etc.
- Monitor the building environment, including restrooms, regularly during the day for cleanliness and good order and make necessary adjustments.
- Manage and assist with special event and meeting set up and take down.
- Facilitate interdepartmental cooperation and collaboration.
- Use a variety of computer applications and other technologies to perform duties.
- Additional responsibilities include administration, staff management, budget, safety, customer service and collaboration.

**Qualifications:**

- Excellent customer relations, computer technology, supervisory, and communications skills required.
- Ability to work effectively in a team and independently required.
- Experience with facility-access systems desired.
- Ability to make decisions quickly and in emergency situations required.
- Administrative and supervisory experience in security operations required.
- Ability to interpret building plans.
- Understanding of LEED concepts and practices.

**Education/Experience:**

- Minimum 5 years of Facility Management experience required.
- Museum Facility/Security experience preferred.

**Dress Code:**

- Dark trousers or skirt, white dress shirt or blouse, tie, dark (non-athletic) shoes.
- Jacket is required for special events.