

# Assistant Director, Facilities and Operations

Reports to: Deputy Director of Advancement, Communications and Administration

The Assistant Director of Facilities and Operations is responsible for overseeing the Museum's daily operations of the Facilities Department, all building and equipment maintenance, and the supervision, scheduling, and training, of the Security and Maintenance personnel.

The position oversees the safety and security of the building, artworks, staff, and visitors. In addition, this position plans, directs, and oversees building and support service operations; analyzing energy output; purchasing and repairing equipment; and determining and coordinating building and equipment repairs. The position is also responsible for emergency preparedness procedures and will ensure that all security and life safety systems are up to the highest industry standards.

## **Primary responsibilities include, but are not limited to:**

### **Facilities and Maintenance:**

- Responsible for the mechanical, electrical, and fire protection systems operations and maintenance; regularly reporting on the status of these systems and making recommendations for upkeep and improvements
- Supports basic infrastructure services such as power, temperature control, humidity, and the installation of furniture and fixtures
- Works with architects and senior staff on capital and special projects; working with team on new construction, renovation and (electrical, lighting & HVAC) upgrades
- Inspects structure of buildings to determine if repairs are needed
- Manage telecommunications and alarm systems, including maintenance and installation
- Oversee the management and performance of all utilities, HVAC systems, power tools and equipment; managing the inventory of essential parts and materials
- Oversees daily and weekly cleaning schedules
- Develop and oversee departmental budget and negotiate with outside vendors for supplies, repairs, and other items; maintain vendor relationships
- Serve as liaison to third-party IT consultant on troubleshooting computer issues,

repairs

- Collaborates with Event/Education staff on facility needs for special events, programs, and outside rentals
- Works with Curatorial Department on structural, electrical and other exhibition needs
- Serve as liaison for film shoots; meeting with scouts, negotiating terms and coordinating logistics and overseeing shoots onsite
- Assess the performance of facility plant equipment, managing obsolescence, budgeting, and replacement
- Serves as a leader and role model for immediate team and well as a representative of the Museum at meetings with stakeholders that include the City of Yonkers and Westchester County.

### **Security**

- Manage all security staff, including recruiting, hiring, training, mentoring, and disciplining staff, as necessary; undertaking daily supervision and annual reviews.
- Develop security staff schedules to ensure adequate coverage for the Museum's general operations, programs, and events.
- Provides oversight and maintenance of all museum security systems, including contract guards, burglar and fire alarms, surveillance systems, access controls, and building maintenance as it relates to security.
- Establishes operating procedures and develops written policies for implementation.
- Supplements security officer positions as required to maintain an appropriate level of security for the facility and routinely tours the facility to identify safety and security risks.

### **Qualifications:**

- Bachelor's or Associate's Degree and/or 5+ years of relevant experience in the field, with significant security and emergency procedure training, working in a high-value facility.
- 5 years of experience in a supervisory capacity managing numerous direct reports including full-time, part-time employees
- Excellent understanding and knowledge of facilities issues including HVAC, electric, plumbing, custodial, painting, and carpentry; able to read schematic designs and blueprints
- Experience working with security and access control systems and applications, alarm systems, security surveillance systems, and life safety procedures and equipment
- Thorough understanding of construction materials and standards and knowledge of applicable codes and current safety regulations
- Strong communication, problem solving, time management and customer service skills
- Experience in budget management, purchasing, and securing competitive bids

- Proficiency in Microsoft Word, Excel, and Outlook
- Valid driver's license
- Ability and availability to work some nights and weekends
- Must be available during non-business hours and for emergency on-call purposes to meet department needs
- Full range of body motions and physical agility, ability to climb stairs or ladders, and lift or carry up to 100 pounds occasionally.
- CPR/AED certified

The final candidate will be required to complete a background check and post-offer, pre-employment physical screening successfully.

**Preferred:**

- Universal refrigerant license
- IFMA Facility Manager certification

**Benefits:**

The Museum provides competitive compensation and generous benefits and perks for all eligible employees, including:

- Medical, dental, and life insurance
- 403(b) basic retirement plan
- Generous paid time off, including annual leave, sick leave, personal days and Museum holidays
- Flexible spending accounts (pre-tax income for eligible health care expenses)
- Standard worker's compensation, short-term and long-term disability and unemployment insurance.
- Access and free admission to numerous museums and cultural institutions
- TransitChek program
- Discount for Staff in Museum Shop

To apply: Send cover letter and resume to [employment@hrm.org](mailto:employment@hrm.org). Include "Facilities and Operations" in the subject line.

The Hudson River Museum is one of the preeminent cultural institutions in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM is a place where diverse communities come together and experience the power of art, science, and history.

The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable 19th-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. The Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

The Hudson River Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Hudson River Museum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.