



Title: Facilities and Grounds Manager

Full Time Position

Summary

The Facilities and Grounds Manager provides daily support and oversight for the maintenance, cleanliness, and efficient operation of the museum. The primary purpose of this position is to supervise, coordinate and perform activities to ensure the museum is maintained in good repair and all systems are in compliance with applicable safety, fire regulations and federal, state and local building codes to ensure a safe and comfortable environment for visitors. Additionally the Facilities and Grounds Manager is responsible for the repair and maintenance of the permanent exhibits within the museum.

Responsibilities and Duties

- Coordinate with the cleaning service for the highest standards in cleanliness for the museum.
- Schedule repair/maintenance of mechanical, electrical and elevator systems.
- Maintain the permanent exhibits in the museum.
- Coordinate the maintenance of outdoor grounds.
- Coordinate facility rental set-up and take-down for museum events.
- Supervise part-time staff for set-up and take-down of exhibits, as needed.
- Monitor use of consumables (i.e., toilet paper, paper towels, light bulbs, etc.) and contain expenditures for budgetary purpose.
- Perform other duties as assigned

Qualifications and Skills

Associate's degree from a technical/trade school, or applicable experience with a minimum of two years in facilities/building management.

- Knowledge of building codes, rules/regulations regarding the operation of HVAC, plumbing and electrical systems.
- Knowledge of OSHA guidelines and other safety requirements to insure compliance.
- Ability to perform light repairs and basic maintenance tasks.
- Proven ability to coordinate cleaning services, lawn services and other equipment repair companies utilizing strong communication skills.
- Proven ability to work with other staff and volunteers in a collaborative and positive manner.
- Demonstrate high comfort level around children and flexibility in responding to challenging situations appropriately.

Physical Requirements

- Must be able to bend, kneel, stand, climb ladders up to 30 feet, and perform other physical tasks.
- Must be able to work in extreme climates hot to cold

Hours

- Must be able to work a flexible schedule including weekends and after hours as needed.

The Mississippi Children's Museum is a 501(C) 3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.

To apply, please submit cover letter, resume and the names and addresses of three or more professional references to:

- email: careers@mcm.ms
- fax: (601) 709-2603
- mail: Mississippi Children's Museum, Attention: Careers PO Box 55409, Jackson, MS 39296