

Facilities Maintenance Lead



INCUMBENT: Vacant
REPORTS TO: President & CEO
LOCATION: Bowling Green, KY
STATUS: Full-time
DATE: July 1, 2019

TO APPLY: Please email a cover letter and résumé to Mandi@corvettemuseum.org.

DESCRIPTION

The Facilities Maintenance Lead leads and participates in the work of the facilities maintenance team performing activities related to the construction, maintenance, repair, and cleaning of Museum facilities and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prioritize, assign, and participate in completion of service requests and projects assigned to the facilities maintenance team.
- Monitor daily completion of service requests, and ensure team stays focused and on track to meet assigned timeline goals for facilities maintenance projects.
- Promote a hazard free workplace and teach and promote safe work practices to facilities maintenance team.
- Inspect grounds, buildings, and other community areas daily to minimize liability concerns and to ensure excellent curb appeal, inside and outside of the Museum, at all times.
- Manage maintenance supply inventory while adhering to budget guidelines.
- Implement preventative maintenance practices to minimize future repairs and to extend the life of assets and tools.
- Assist with implementing energy-saving measures that promote conservation of energy.
- Maintain a well-organized and properly stocked maintenance shop while adhering to safety standards and OSHA guidelines.
- Supervise and assist the facilities maintenance team as needed with general upkeep and cleaning of Museum including administrative office areas and common areas.
- Work with President & CEO to obtain bids for capital improvement.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High school diploma or equivalent is required.
- Minimum of five years of related work experience is required.

QUALIFICATIONS

- Openness and commitment to continuing learning, upgrading of skills, and staying on top of industry best practices including OSHA regulations.

- Be a well-organized and self-directed individual who is a team player.
- Possess effective written and oral communication skills.
- Intermediate knowledge of mechanical, electrical, and construction concepts and maintenance.
- Intermediate knowledge of equipment operation and maintenance.
- Knowledge of basic math, including trigonometry.
- Ability to interpret blueprints and engineering drawings.
- Demonstrated technical and professional skills in job-related area.
- Ability to enforce and follow safety procedures at all times.
- Ability and availability to work any shift when needed.
- Ability to complete multiple tasks and high volume of work on deadline.
- Openness to continuing learning and upgrading of skills.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods of time.
- Ability to function in physical positions such as standing, stooping, bending, turning, twisting walking, kneeling, squatting, and climbing ladders.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Must have sufficient mobility to move around the office and the community.