



Livingston Depot Foundation
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LIVINGSTON DEPOT CENTER
POSITION DESCRIPTION: FACILITIES MANAGER
(2022-08-16)

POSITION IDENTIFICATION:

Functional Title: Maintenance and Facilities Manager, Livingston Depot

Supervisor: Executive Director, Livingston Depot Center

POSITION SUMMARY:

The Maintenance and Facilities Manager performs regular maintenance and repair for the Livingston Depot Center including historic structures, organizational equipment, and the overall site. Facility Manager will follow historic preservation guidelines where necessary and appropriate.

The Maintenance and Facilities Manager performs initial diagnostics, service, repairs, and ensures the smooth daily operation of the facilities while maintaining a safe environment for visitors and staff. Preferred applicant will have the ability to quickly assess whether staff has the knowledge and ability to complete projects in-house, or if an outside contractor is needed. If outside help is needed, the Facility Manager will work with Director to coordinate contractors and estimates. The Maintenance and Facilities Manager will supervise facility contractors and interface with other employees to coordinate projects, work carefully in a museum environment and historic structure and perform a variety of tasks both collaboratively and individually. Flexibility and ability to work with a small team is a must.

The Maintenance and Facilities Manager will work closely with Event Coordinator to support events including but not limited to cleaning, custodial duties and equipment maintenance, as well as event setup and clean-up of tables, chairs, stage, and dance floor.

The Facilities and Maintenance department is a one-person department so the person for the position must be self-motivated and be able to schedule and complete numerous tasks with minimal oversight. This is a hands-on position that requires attention to detail as well as physical demands.

HOURS OF WORK:

30-40 hours a week, includes some weekends, evenings, nights, and holidays as assigned. Overtime is paid over 40 hours per week at time and a half, but generally rare and must be approved in advance by the Director.

Pay is hourly depending on experience. 6-month probationary period. The Depot maintains some flexibility with this position as hours and workload vary with the season. There are no medical benefits associated with this position.

VACATION:

This position receives a week of paid time off at the end of six months. You will receive two weeks paid vacation per year after you have completed twelve months' employment. Unused vacation time does not carry over from year to year. After 4 years of employment, you will receive 3 weeks of paid vacation per year.

PRIMARY ROLES AND RESPONSIBILITIES:

- Performs routine maintenance, schedules contractual preventative maintenance and repair as necessary, and supervises contractors and vendors in a manner sensitive to the role and significance of an historic site.
- Adheres to recognized building codes, historic preservation guidelines, and museum standards.
- Special event setup, cleanup, and during-event staffing.
- Maintain, clean, and repair tools, equipment and furniture for special events and museum exhibits.
- Custodial functions, vacuuming, trash removal. Works with director on obtaining all necessary cleaning and maintenance equipment and supplies.
- Alertness to security
- Assists with seasonal installation and dismantling of museum exhibits
- Monitors, maintains, and sets environmental controls to adhere to required Museum specifications for the HVAC systems.
- Maintains the exteriors of the structures including cobwebs maintenance, caulking, repairs etc.
- Develops and maintains an integrated pest management system.
- Maintains fire extinguishers, smoke alarms and elevator and keeps records of their maintenance
- Maintains the two offsite storage units.
- Special projects or other duties as assigned

OTHER DUTIES AND RESPONSIBILITIES:

- Develops with the Executive Director and Building Committee a site wide facility assessment for the long-term care and management of the site.
- Develops with the Director the yearly maintenance and preservation budget.
- Maintains a prioritized list of maintenance needs and follows a maintenance schedule. Maintains detailed files on projects involving construction, replacement, systems, and fixtures.
- Conducts site survey of all structures, noting improvements as well as defects and maintenance requirements.
- Calculates material and labor costs for maintenance projects. Develops purchase estimates for grounds and building maintenance and orders parts and supplies once they have been approved. Meet with vendors to determine scope of work for special projects.
- Develop and maintain a maintenance schedule for all equipment
- Light carpentry, plumbing, electrical fixture repairs, or painting

QUALIFICATIONS:

- Two to five years Facilities Maintenance experience.
- High school graduate or equivalent
- Ability to work nights, weekends, holidays as assigned includes taking occasional 'emergency calls' during evenings, weekends and holidays.
- Ability to maintain patient, tactful attitude at all times and work with the public in a competent manner
- Ability to work effectively with board members, staff, and volunteers
- Neat appearance
- Local travel is required in this job and the applicant needs to have a vehicle to use.
- Must be comfortable using email, text, and cell phone.
- Must be willing to be hands-on

PHYSICAL REQUIREMENTS:

This position requires moderate heavy lifting (up to 70-100 lbs), light changing on ladders, bending, stooping, reaching, and exhibit installation and dismantling. There is movement associated with setting up and taking down of tables, chairs and displays for special events or activities. The work environment can be cold or hot depending on the season, there are hard floors and some exposure to dust, paint fumes, cleaning agents, adhesives, or other chemicals.