



**JOB POSTING**  
**Facilities Operations Manager**  
*Full-time/Salaried*

**Overview**

*The Willamette Heritage Center, a history museum, event venue rental space, research library, education resource, and retail outlet located in Salem, Oregon is looking for a full-time Facilities Operations Manager. This position is responsible for the management and oversight of building and grounds maintenance and special projects in adherence to historic preservation standards and guidelines as outlined below.*

**Core Responsibilities**

Project Management = 40%

- Develop and implement processes and technical standards in performing building evaluations inclusive of but not limited to Historic Building Condition Assessments, energy audits, accessibility assessments, mechanical equipment evaluations, and other technical services associated with historic buildings.
- Oversee project budgets, research, bid requirements, design, development, construction, and completion such as collaborating with local, State and Federal agencies, coordinate and instruct contractors, recommend/implement necessary remedial actions, document review, and purchasing requirements.
- Keep thorough and organized records and documentation of projects through to completion including bids, designs, communications, observations, and photographs of site/building features.
- Provide project-by-project communications with the Executive Director, Facility Advisory Committee, and Board of Directors including status updates and any actual or potential problems.
- Maintain and update all site planning documents including maintenance records, annual maintenance plan, and monthly maintenance schedule.

Daily Maintenance and Event Venue Reservations = 40%

- Schedule and oversee general maintenance and janitorial projects.
- Plan, schedule and prioritize daily maintenance while making sure work is completed in a cost effective and timely manner.
- Conduct daily routine visual inspections of interior and exterior of buildings while documenting and responding to identified maintenance issues.
- Ensure strict adherence to the annual WHC Maintenance Schedule.
- Close campus (as needed) after events including closing walk-thru with venue rental clients, store and secure equipment, prep room for following day's events, lock-up and arm security systems.
- Work with the Event Reservations Department and oversee preparation and maintenance of event venue rental spaces according to established WHC guidelines and renter specifications such as cleaning and restocking kitchens and restrooms, room setup including cleaning and setting up of tables, chairs, and sound/visual equipment according to specifications.

Administrative Duties = 20%

- Supervise Operations Department Staff of 4-5 employees in addition to community service program participants, contractors, and volunteers including scheduling, training, performance reviews, and documentation of such.
- Serve as Chair of the Facility Advisory and a participant of the Museum Advisory Committee.

### Administrative Duties Continued

- Chair and manage the Safety Committee including quarterly meetings, campus-wide training schedule, and maintain reference documentation and distribution.
- Act as the principal security contact and responder for the WHC campus, monitoring company, and all emergency response personnel. Responsible for 24/7 on-call coverage or scheduled coverage.
- Ensure the safety of WHC staff, tenants, and visitors by responding to internal security requests and concerns, performing routine daily security checks of grounds and structures, and responding to security alarms and emergencies.
- Provide direction and/or assistance to visitors on grounds as appropriate.
- Other duties deemed necessary by the Executive Director to support WHC programs or events.

### **Qualifications**

- Minimum five (5) years experience in facility maintenance and management.
- Minimum two (2) years personnel management.
- Advanced knowledge of and skilled in construction, general maintenance, and HVAC systems maintenance. (working experience with the Secretary of the Interior's Standards for the Treatment of Historic Properties preferred).
- Working knowledge of occupational hazards and safety requirements related to work. (CERT training a plus.)
- Ability to plan, budget, delegate and supervise the work of varying personnel skill-level in a manner conducive to optimal performance and morale.
- Ability to estimate time, material, and equipment needed for projects and to read and interpret plans and specifications.
- Intermediate knowledge of Microsoft Word, Excel, Outlook, and internet functions.
- High-School diploma or equivalent.
- Current Oregon Driver License.
- Concise recordkeeping and reporting skills.
- Ability to communicate clearly and effectively in both verbal and written form.
- Willingness to uphold and demonstrate the WHC standard of excellence whether on or off duty.
- Interact with the public and peers in a patient, friendly, and courteous manner.
- Skilled in managing and prioritizing multiple tasks simultaneously.
- Find creative solutions for daily tasks and challenges as needed; flexible and able to adapt to change.
- Have a sense of humor.

### **Physical Requirements**

- Lift, carry, push, and pull up to 75 lbs.
- Use an extension ladder.
- Walk up and down stairs, stand, sit, and/or walk for long periods of time.
- Meet strenuous physical demands for extended periods of time as needed.

### **Employment Terms & Benefits**

- Must pass a criminal background check as appropriate for the position.
- Reports to the Executive Director.
- Core work schedule: Monday-Friday, 40 hours; ability to be flexible and expect to work occasional evenings, weekends, holidays and/or extended shifts; on call for emergency situations during off-hours.
- Wage \$5400 - \$5700/month DOE
- 16 hours/month paid time off (PTO).
- 8 paid holidays a year.
- Employer-paid Medical/Dental/Vision/RX insurance.
- Museum Household Membership.
- 20% museum store discount.
- 25% venue rental discount on one personally hosted event.

## **About Us**

The Willamette Heritage Center in Salem, Oregon, is a private, 501(c)(3) nonprofit organization dedicated to gathering, preserving, and sharing Mid-Willamette Valley history. A visit to our site is a step back in time. Our five-acre property is home to fourteen historic structures that vividly weave together the story of the Mid-Willamette Valley and the development of today's diverse communities through permanent and changing exhibits, a research library and archive, a textile learning center, and rentable event spaces. Visitors explore the history and culture of the Kalapuya people, who have called this place home since time immemorial, follow the immigration of 19th-century missionaries and Oregon Trail travelers, and discover Salem's industrial past through wool, waterpower, and rails, including the 1896 Thomas Kay Woolen Mill, a National Park Service-designated American Treasure.

We uncompromisingly promote diversity and prohibit discrimination based on age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law.

## **Why Work for the WHC?**

Be a part of something special! We are a team of dedicated, mission-driven staff and volunteers devoted to maintaining the WHC as a place for all to discover, engage, and make history. Our unique and innovative work environment provides a "home away from home" atmosphere, where the staff is empowered to be authentic, freely share ideas, and pursue their professional and personal goals. Great things are happening here, and we need your unique skills, talent, and perspective to help us continue making history!

## **How to Apply**

Deadline to apply is January 15, 2024

Email resume and cover letter to [jobs@willametteheritage.org](mailto:jobs@willametteheritage.org)

To view job posting on company website go to: <https://www.willametteheritage.org/staff/>