



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

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| POSITION/TITLE: | Director of Building Operations |
| STATUS: | Non-Union, Exempt |
| SALARY: | \$90,000 to \$110,000, depending on skills and experience |
| DEPARTMENT: | Executive Team |
| SUPERVISOR: | Executive Vice President |

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 children and adults annually. BCM operates in a 100,000 square foot LEED-certified building owned by the City of New York; BCM also maintains 30,000 square feet of outdoor space, including a rooftop terrace and garden.

Position Summary

Reporting to the Executive Vice President and working in partnership with executive leadership, the Director of Building Operations oversees four key areas at Brooklyn Children's Museum:

- 1) Plant management:** facilities, building maintenance (geothermal system, HVAC, MEP, structural trades), grounds maintenance, custodial services, compliance (FDNY, DOB), and other building functions.
- 2) Security:** 24-hour security coverage, including oversight of guards and security systems.
- 3) Capital projects:** planning, construction management, and oversight.
- 4) Technology:** helpdesk and IT infrastructure, including computers and audio-visual services.

The position currently has 10 direct reports supporting facilities, custodial, and security functions. The job also supervises a team of part-time employees and contracted services.

Management Responsibilities

- Establish and maintain high standards of building maintenance and operations and safety commensurate with a high visibility, intensely used, and architecturally unique structure.
- Lead planning and decision-making required to maintain the safety, appearance, and effective/efficient use of the facility and conduct of daily activities.
- Participate as part of the executive management team in planning; budgeting; and other management decision-making.
- Oversee capital projects and make recommendations regarding expansion and building projects consistent with the Museum's institutional goals.

Daily Responsibilities

- Oversee facilities & security staff in maintaining BCM's building on a day to day basis, including creating and reviewing schedules; conducting regular inspections to ensure high standards of appearance and readiness.
- Supervise, hire and evaluate department staff consistent with the Museum's policies; collective bargaining agreements; and, industry best practices.
- Supervise all vendor contracts associated with structure maintenance and operations including fire detection, fire protection, elevators, HVAC, security, electrical and mechanical.
- Respond to building system issues or failures. Diagnose causes and supervise all activities required to restore proper operation.
- Monitor geothermal system and ensure building is energy efficient, adhering to sustainable and "green" practices whenever possible.
- Plan and supervise building structure and service systems repair, alteration, and upgrades.
- Respond to building security alerts, ensuring proper response is undertaken as well as proper security system operation is maintained.
- Maintain the library of building maintenance and operations manuals, reference documents, and spare parts.
- Maintain relationship and requisite paperwork with FDNY, Department of Buildings, and other compliance agencies.
- Manage information technology and audio-visual consultants and systems, and oversee set-up and repairs by staff, contractors or consultants.
- Oversee and maintain an inventory of supplies and equipment.
- Manage security systems, including the building key system for access control.
- Coordinate with other museum staff to minimize the impact of building maintenance and operations activities upon museum functions.
- Work with Executive Vice President to create budgets and document expenses incurred for activities associated with building operation and maintenance.
- Other duties as assigned.

Qualifications

- Bachelor's Degree in Mechanical Engineering, Electrical Engineering or related field. Advanced degree and/or PE status preferred.

- Seven years of progressive management experience in facilities management, preferably in a complex, agency, nonprofit, or corporate environment.
- Candidates must demonstrate thorough knowledge of maintenance equipment operation and design and of leading-edge methods of providing efficient and effective maintenance services. Knowledge of geothermal systems and green buildings preferred.
- Strong supervisory skills and experience.
- Experience with building management systems is strongly preferred.
- Ability to manage a full-service facility maintenance program and provide leadership for a diverse work force.
- Ability to direct and converse technically with engineers and architects regarding BCM systems, design and construction. Experience working with the City of New York's Department of Design & Construction a plus.
- Knowledge of NYC Building and Fire Department Codes (FSD/EAP)
- Experience working in a union environment is strongly preferred.

Requirements

- Ability to work flexible and variable hours including some weekends and evenings
- Ability to respond quickly to urgent security, building service and utility failures, including after hours and on weekends.
- Ability to think in a solution-based mindset and take initiative.
- Physical dexterity required to access remote spaces (roof, ceiling crawl spaces, etc.) as well as ability to lift and move items of various weights and sizes.
- Proficiency in Microsoft Office and computer-based project management systems.
- Interest in the visual arts and museum environments.
- Current New York State driver's license.
- Fluency in the English language.

Other Qualifications

- Experience working in an environment serving the public.
- Strong team player and ability to work with people of many different backgrounds and perspectives.
- Excellent listening skills and ability to consider ideas of others.
- Can work in a fast-paced and complicated environment.
- Ability to work independently and organize effectively.
- Excellent written and verbal communication skills.

Applicants should send a cover letter, resume and salary requirements to aedwards@brooklynkids.org. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

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