

## **Maintenance Manager**

The Museum of Arts and Design is looking for a Maintenance Manager for its facility on Columbus Circle.

### **Responsibilities include, but are not limited to:**

- Oversee installations, inspections, repairs, renovations, routine maintenance and troubleshooting, as well as building, mechanical, electrical, fire/life safety and plumbing systems.
- Perform and or coordinate small renovation and/or construction projects throughout the building including but not limited to: painting, molding installation/repair, special installations such as lighting fixtures/design related installs, floor refinishing, metal cleaning polishing, furniture relocation/installation
- Coordinate building equipment repair and maintenance for services related to plumbing, gas, HVAC, generator, domestic water, electricity, elevator, window washing, etc.
- Coordinate monthly and annual generator tests/inspections and refill generator tank as necessary to full in compliance with hand-carry transport regulations
- Supervise and coordinate daily and special event porters contracted through janitorial company for all building cleaning
- Implement the cleaning schedule for daily, monthly and annual services to be rendered
- Maintain inventory of cleaning supplies and submit orders as necessary
- Coordinate and/or perform snow removal as necessary
- Coordinate trash removal and dumpster rental as necessary
- Coordinate bi-weekly pest control inspections

### **Other responsibilities include:**

- Some evening and weekend responsibilities involving scheduled work and emergency situations.
- Opening/Closing the Building as necessary by schedule
- Assist Facilities Department and Director of Facilities as required
- Assist with event set-up/breakdown as necessary
- Cross-train for other department responsibilities as necessary
- Act as Fire Safety Director as necessary and maintain Certificate Of Fitness For Supervision Of Fire Alarm Systems And Other Related Systems (S-95) as required by the FDNY

### **Qualifications:**

- Must maintain Certificate of Fitness For Supervision Of Fire Alarm Systems And Other Related Systems (S-95) as required by the FDNY.
- Must maintain Certificate of Fitness for Handle Motor Fuel-Portable Containers (W-14). Experience in coordinating contractual operational services and construction work.
- Experience and aptitude in basic building repairs: Carpentry, Plumbing, Electrical and HVAC
- Must have 3+ years maintenance experience..
- Good personal communication and cooperation skills a must.
- Must be able to lift 40 pounds.
- Must be comfortable working at heights.

### **To Apply:**

Please send your resume and cover letter, including salary requirements, to: [randy.rosenberg@madmuseum.org](mailto:randy.rosenberg@madmuseum.org). No phone calls or walk-ins, please. No relocation expenses.