



**Position Title:** Facilities Manager  
**Department:** Operations  
**Location:** Santa Fe, NM  
**Pay Range:** \$75,000 – \$84,000  
**Hours:** Full-Time, Exempt

### **Position Summary**

The O’Keeffe Museum is hiring for a seasoned Facilities Manager to oversee the maintenance and safe operation of all facilities and related building systems in its 35,000 square foot (and growing) Santa Fe campus, including the climate control systems that protect its fine art collection. This position has primary responsibilities for maintaining a stable and safe environment for our staff, visitors, and collections. The O’Keeffe Museum is imminently preparing to break ground on a large new museum facility, and this position will play a critical role in foot printing and implementing Facilities operations therein.

### **Responsibilities include but not limited to**

#### Facilities Maintenance and Supervision

- Oversee all aspects of facilities management for the O’Keeffe Museum’s Santa Fe campus, including mechanical, electrical, and plumbing systems.
- Monitor the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces.
- Oversee the Museum’s climate control systems, including all mechanical HVAC equipment and energy management control systems (EMCS). Collaborate with the Collections Care Team to ensure ongoing protection of the fine art and archival collections.
- Maintain a documented Cyclical Maintenance Plan for all campus facilities systems.
- Supervise and delegate cleaning and maintenance tasks to Operations team members to maintain a responsive, friendly, service-oriented approach to campus facilities issues.
- Schedule routine inspections and emergency repairs with outside vendors to ensure stable campus operations and fast remediation of any facilities-related problems.
- Develop project plans for significant facilities projects. Identify qualified vendors, develop contracts, and monitor vendor work.

- Manage departmental operating and capital budgets, collaborating with Museum Leadership on short and long-term budgeting for facilities needs.
- Respond to after-hours emergency calls on campus as needed.
- Assist in recruiting, screening, selection, training, and evaluation of all maintenance employees

#### Environmental Health and Safety

- Regularly inspect facilities to identify safety, health, and environmental risks; develop and implement inspection policies and schedule
- Comply with and train others on environmental regulations when using, dispensing, or handling hazardous or non-hazardous materials and wastes.
- Develop and monitor health and safety procedures for all areas of the organization.
- Investigate accidents and incidents to find cause and take prevention measures for further incidents.
- Prepare and schedule staff trainings to cover emergency procedures, workplace safety, and other relevant topics.
- Draft safety inspection reports to document inspection findings.
- Ensure that material safety data sheets are maintained and readily accessible when needed.

#### New Museum Facility

- Work with internal and external stakeholders to help plan and implement a Facilities and Safety strategy for the O’Keeffe Museum’s upcoming building project, with construction beginning in the near term and doors expected to open several years in the future.

#### Special Projects or Additional Duties:

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

#### **Background and Qualifications**

- A bachelor’s degree in relevant field preferred. Direct experience and a demonstrated track record in performing duties and responsibilities will be considered in lieu of a degree
- 7 years’ minimum experience in Facilities Management required
- 3 years’ minimum experience in Environmental Health and Safety
- 2 years’ minimum experience in managing teams
- Relevant certifications (e.g. IFMA CFM) a plus

#### **Skills and Abilities**

- An organized, proactive approach to facilities management.
- An established track record managing climate control systems in a museum, laboratory, hospital, or similar environment with exacting HVAC requirements.
- Proven knowledge of environmental health regulations, policies, and OSHA compliance.

- Experience with building/construction projects a plus.
- Problem solving aptitude, flexibility, and excellent organizational skills.
- Empathetic, professional management, mentoring, and leadership skills.
- A customer service-oriented focus for internal and external stakeholders.
- Ability to develop and manage operating and capital budgets.
- Outstanding written and verbal communication skills.
- Basic computer skills (Microsoft Office applications including Outlook, Word, and Excel).
- Ability to work flexible hours including weekends, holidays, and evening events as needed.

### **Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**[jobs@gokm.org](mailto:jobs@gokm.org)**

*The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*