



Building Manager

Reports to: Director, Operations and Visitor Services
FLSA Status: Full time, exempt employee
Date Written/Revised: July 2024

ORGANIZATION

Planet Word (www.planetwordmuseum.org) is a new interactive museum that brings language to life with unique, immersive experiences for people of all ages. Nothing like it exists anywhere else in the world. Established by educator Ann Friedman, the museum is housed in the Franklin School, a newly restored and rehabilitated National Historic Landmark at the corner of 13th and K Streets NW in the heart of Washington, D.C. The building has undergone an extensive interior restoration, and the museum has installed architecturally significant high-tech and media-intensive exhibits and installations.

Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.

POSITION

Planet Word's Building Manager is responsible for the efficient operation, maintenance, and repair of the museum's building systems. Building systems include mechanical, electrical, lighting, plumbing, energy management, fire protection, structural, landscaping, hardware, and keying. A 55,000-square-foot museum, located in a 150-year-old facility, Planet Word was fully restored in 2020. The building has brand-new MEP systems and commissioning was completed in 2023. This position is important to providing a safe, secure, and stable environment for the protection of the building systems and that of the public, staff, and visitors.

SUMMARY OF RESPONSIBILITIES

- Ensure the museum facility is in safe, clean, and optimal operating condition. Perform daily facility inspections to assess safety, functionality, and cleanliness. Report deficiencies, address issues, make corrections and suggestions for future improvement.
- Proactively develop, assess, and implement a sustainable maintenance plan, including SOPs, PMPs, and ongoing repair of the facility and building systems, including annual deep cleaning.
- Maintain and refine daily, weekly, monthly, quarterly, and annual maintenance and repair schedules, check lists, and processes. Ensure facility repairs, corrections, and refinements are made in a timely manner.
- Contract and manage professionals for repairs and maintenance as needed, including inspection of work performed and generating deficiency lists. Troubleshoot and make minor repairs to mechanical and electrical equipment with very minimal or no support and supervision.
- Receive work assignments, including responding to service calls, setting up and resetting of spaces for programs and events. Complete assignments and paperwork in a timely manner.
- Demonstrate a thorough knowledge of the equipment being serviced and employ service procedures and techniques indicative of high-quality work.
- Work with museum operations and visitor services teams to maintain emergency response plans.
- Follow inspection and service procedures, including the schedule for recurring testing of building systems such as fire and safety, elevator, and generator.
- Report monthly water and energy usage to Energy Star per LEED building requirements.

- Work with the Director of Operations and Visitor Services to monitor monthly utility bills and suggest and implement strategies to lower costs.
- Keep equipment rooms and common areas clean, organized, and safe. Provide proper care to the assigned equipment, tools, supplies, and other inventory.
- Schedule contractors via Planet Word's event management software and create purchase order approvals via Planet Word's procurement and payables software, before contract work is scheduled.
- Assist in the development of the facilities annual budget and monitor compliance.
- Procure supplies and materials for facility upkeep, maintenance, and special projects.
- Project a positive appearance and attitude and demonstrate exemplary team spirit and respect for others.
- Provide technical support and training to other team members, as necessary.
- Perform other duties as assigned.

SCHEDULE

- Monday-Friday 7am to 3pm
- Be available for various shifts and to occasionally work extended hours, nights, weekends, and holidays to ensure adequate building coverage, including occasional after-hours program and event coverage, and perform necessary repairs.
- Respond to after-hours emergencies such as fire, flooding, severe weather (e.g. snow and ice removal) power outages, and other situations including clean-up activities.

QUALIFICATIONS AND SKILLS

- High school diploma or equivalent educational certification preferred.
- Must proficiently read, write, and speak English.
- Minimum of 5 years of field experience required.
- Training and certification in HVAC or Operating Engineering Technologies and/or equivalent job-related training and experience.
- CFC training and certification for the type of equipment serviced.
- Knowledge of OSHA, NEC, and NFC codes and regulations.
- Proficient computer skills necessary to operate building automation systems and standard operational and administrative software programs.
- Continuing education in field preferred.
- Ability to work independently with minimal supervision.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to.

- Stand, walk, reach, and use arms to perform tasks as well as push and pull objects and grasp with hands
- Use various machinery and tools
- Talk and hear, and occasionally required to smell
- On a frequent basis sit, stoop, crouch, kneel, crawl, balance, and climb stairs and ladders, work at heights and in environments with temperature ranges both while working outside and inside
- Lift and/or move up to 20 lbs., and occasionally required to lift/move 50+ lbs.
- Use close vision, distance vision, color vision, and depth perception
- Movement between floors and outside grounds to facilitate work

SALARY AND BENEFITS

\$65,000-\$75,000 annually

Planet Word offers a generous benefits package including:

Full employee medical, dental, vision, life, STD/LTD/AD&D coverage plus 50% dependent share and 403(b) plan

PTO: Vacation, holidays, sick, personal days

TO APPLY

Submit your resume and salary requirements via Careers@PlanetWordMuseum.org