

FACILITIES DIRECTOR

Reports to: Chief Operating Officer

Status: Full-time, exempt

Schedule: Primarily Monday through Friday, 8:00 a.m. to 4:00 p.m., with evenings, weekends, holidays and on-call response as operational needs require.

Supervises: Facilities maintenance staff, grounds staff and contracted custodial services; coordinates security and other facilities vendors as assigned.

Salary Range: \$65,000 - \$70,000

Position Summary

The Facilities Director provides strategic and hands-on leadership for the care, operation, safety and long-term stewardship of the museum's building, grounds, parking garage, vehicles and physical infrastructure. The position ensures that public, staff, collections and exhibition spaces are safe, reliable, accessible, clean and environmentally appropriate. Working closely with museum leadership, curatorial, exhibitions, visitor services, events and security teams, the Facilities Director leads preventive maintenance, building systems, capital planning, regulatory compliance, emergency preparedness, sustainability and vendor management while maintaining a high standard of service in an active public museum environment.

Facilities Operations and Building Systems

- Lead day-to-day operation and maintenance of the museum's interior and exterior spaces, grounds, parking garage, loading dock, storage areas, vehicles and equipment.
- Oversee heating, ventilation and air-conditioning systems; building automation and controls; electrical and lighting systems; plumbing, water and sewer systems; elevators; roofing; structural components; fire detection and suppression; security infrastructure; and other building systems.
- Develop and manage a preventive and predictive maintenance program, including routine inspections, service schedules, work orders, asset histories and equipment life-cycle records.
- Use a computerized maintenance management system or comparable work-order process to prioritize requests, document corrective action, track recurring issues and report departmental performance.
- Coordinate planned shutdowns, repairs and construction to minimize disruption to visitors, programs, exhibitions and museum operations.
- Maintain critical spare parts, tools, keys, access controls, equipment manuals, warranties, permits and as-built documentation.

Collections and Exhibition Environment

- Partner with curatorial, collections and exhibition staff to maintain appropriate temperature, relative humidity, lighting, air quality and pest-management conditions for works of art, artifacts and loaned objects.
- Monitor environmental data and building-system performance; investigate excursions promptly and coordinate corrective action and documentation.
- Support exhibition installation and deinstallation through safe access, rigging coordination, case and mount support, temporary power, lighting adjustments, wall repair, painting and contractor oversight, as appropriate.
- Administer an integrated pest management program in coordination with collections staff and contracted specialists.
- Ensure facilities work near collections and exhibitions follow museum-approved protocols for dust, vibration, moisture, chemicals, access and object protection.

Safety, Security and Emergency Preparedness

- Lead facilities-related safety, environmental health, fire protection, severe weather, emergency response, business continuity and disaster-recovery planning.
- Maintain current emergency procedures, evacuation routes, inspection records and response supplies; participate in drills and after-action reviews.
- Coordinate with security personnel, first responders, insurers and regulatory authorities on emergency planning, incident response, investigations and corrective actions.
- Promote a strong safety culture through training, hazard assessments, incident reporting, lockout/tagout, confined-space and ladder safety, personal protective equipment and other applicable practices.
- Ensure compliance with applicable OSHA requirements, fire and building codes, elevator and boiler inspections, environmental regulations, accessibility standards and licensing or permitting obligations.

Capital Planning, Sustainability and Asset Stewardship

- Develop and maintain a multi-year capital renewal and replacement plan based on condition assessments, risk, energy use, operational priorities and total cost of ownership.
- Prepare project scopes, cost estimates, schedules, bid documents and recommendations for repairs, renovations, equipment replacement and capital improvements.
- Monitor utility consumption and pursue practical energy, water, waste-reduction and sustainability initiatives consistent with the museum's operating goals and LEED commitments.
- Advise leadership on deferred maintenance, infrastructure risk, capital priorities and opportunities to improve resilience, efficiency and visitor experience.
- Maintain accurate fixed-asset, equipment and facility-condition records in coordination with finance and administration.

Budget, Contracts and Vendor Management

- Develop, administer and monitor the annual facilities operating and capital budgets; review expenditures, forecasts and variances.
- Procure and manage service agreements and contractors for custodial services, HVAC, elevators, fire and security systems, landscaping, snow removal, waste, pest control, inspections, repairs and construction.
- Prepare requests for proposals, evaluate bids, verify insurance and compliance documentation, approve work and invoices, and hold vendors accountable for safety, quality, schedule and cost.
- Maintain productive relationships with utilities, public agencies, neighboring properties and external partners whose work affects museum facilities.

Team Leadership and Museum Support

- Recruit, train, schedule, supervise and evaluate facilities employees; establish clear performance expectations and provide coaching, cross-training and professional development.
- Organize daily priorities and on-call coverage to provide timely, service-oriented support to staff, visitors, programs, rentals and special events.
- Collaborate across departments on event logistics, room setups, deliveries, moves, access, waste removal, housekeeping standards and restoration of spaces after events.
- Oversee receiving and internal distribution of facilities-related shipments and coordinate use of the loading dock and material-handling equipment.
- Communicate building conditions, outages, safety concerns and project impacts clearly and promptly to leadership and affected departments.
- Respond to urgent facilities issues outside regular hours and serve as a key member of the museum's incident-response team.

- Perform other duties as assigned in support of the museum's mission and operations.

Required Qualifications

- High school diploma or equivalent required; associate or bachelor's degree in facilities management, engineering, construction management, building systems or a related field preferred.
- At least five years of progressively responsible commercial facilities experience, including supervisory responsibility and contractor management; museum, cultural institution, higher education, healthcare or other public-assembly experience strongly preferred.
- Demonstrated working knowledge of commercial HVAC, building automation, electrical, plumbing, life-safety and security systems.
- Experience developing preventive maintenance programs, managing work orders and administering operating and capital budgets.
- Ability to read plans, specifications, service reports and technical documentation and to diagnose building-system issues.
- Knowledge of workplace safety, emergency management, fire and building codes, accessibility requirements and environmental health practices.
- Strong leadership, judgment, organization, communication and customer-service skills, with the ability to manage multiple priorities in a public-facing environment.
- Proficiency with common office software and facilities or work-order management systems.
- Valid driver's license and insurable driving record.

Preferred Credentials and Experience

- Certified Facility Manager, Facilities Management Professional, Certified Educational Facilities Professional, LEED Green Associate or comparable credential.
- Experience with collections-environment standards, environmental monitoring, integrated pest management and exhibition installation support.
- Experience managing capital projects, sustainability initiatives, energy benchmarking and complex vendor contracts.
- Working knowledge of public-assembly operations, special-event support and continuity planning.

Physical and Work Requirements

- Ability to work a full-time schedule that may include early mornings, evenings, weekends and holidays and to participate in an on-call rotation or respond to urgent conditions.
- Ability to move throughout the museum, grounds, parking garage, roofs, mechanical rooms, loading areas and other work locations; climb stairs and ladders; bend, kneel, reach and work in confined or elevated areas when properly trained and equipped.
- Ability to stand and walk for extended periods and to lift, carry, push or pull up to 50 pounds regularly and heavier items with appropriate assistance or mechanical equipment.
- Ability to work around noise, dust, temperature variation, mechanical equipment, cleaning products and outdoor weather conditions while using required personal protective equipment.
- Visual and auditory acuity sufficient to inspect facilities, read instruments and alarms, operate equipment and communicate in person, by radio and by telephone.
- Ability to operate computers, mobile devices, hand and power tools, vehicles and general facilities equipment consistent with training and authorization.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

The Peoria Riverfront Museum is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.

Core Competencies

- Stewardship and accountability
- Safety and risk awareness
- Preventive and systems-oriented thinking
- Planning, prioritization and follow-through
- Calm and effective emergency response
- Collaboration and service to internal and external stakeholders
- Clear communication and sound judgment
- Continuous improvement and responsible use of resources

This job description summarizes the primary duties and requirements of the position. It is not intended to be an exhaustive list, and responsibilities may be modified or assigned based on the museum's operational needs.

Reviewed by: _____

Date: _____

Employee Signature: _____

Date: _____