



## **Plant Management Manager, Facilities Job Description**

**Date:** April 2025

**Status:** Exempt

**Reporting Supervisor:** Superintendent

### **Position Overview:**

The Plant Management Manager, Facilities is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the Superintendent. Their primary responsibilities will be to assist in achieving the highest professional standards of appearance, safety, and maintenance of all structures and their operating support systems. Additional responsibilities include overseeing regular and routine vehicle and equipment maintenance, security, janitorial and special projects related to preservation, conservation and organizational needs.

### **Essential Duties and Responsibilities:**

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion and belonging.
3. Perform and oversee general maintenance activities, repairs, safety requirements, and improvements for all structures and operating support systems (e.g., historic building fabric, HVAC, plumbing, electrical).
4. Manage plant management staff including recruitment, training, scheduling, payroll, appraisal, and fostering a positive and productive work environment.
5. Ensure the proper and efficient completion of all maintenance activities, prioritizing tasks and ensuring quality workmanship.
6. Monitor and maintain accurate policies, procedures, service, safety, and repair records, as well as documentation of improvements and restorations.
7. Maintain an inventory system of necessary parts and supplies required to maintain all relevant systems.
8. Provide and maintain proper documentation for all purchases related to facilities and maintenance to the finance division in a timely manner.
9. Inform the superintendent regularly regarding project updates, goals, potential issues, and budget concerns.
10. Assist the Superintendent with the development and implementation of annual departmental budgets for facilities maintenance, operations, and related projects.
11. Identify, select, and manage work with sub-contractors for specialized maintenance, repairs, and project work, ensuring quality and adherence to contracts.
12. Follow established maintenance procedures and techniques according to organizational policies and industry best practices.
13. Assist in research and restoration projects for Stan Hywet Hall & Gardens and any subsidiary companies as needed.
14. Regularly inspect and document the status of all structures, identifying potential maintenance needs and safety concerns.



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15. Provide assistance where needed to ensure all aspects of engagement, visitor experience and events are implemented smoothly from a facilities perspective.
16. Provide cross-training opportunities for plant management staff to ensure essential back-up support and a shared understanding of key functions.
17. Be available for "on call" situations to address equipment malfunctions, maintenance emergencies, and building monitoring system alerts outside of regular hours.
18. Oversee and participate in the design of the planned exhibitory, ensuring feasibility and safety from a facilities standpoint.
19. Facilitate the construction and installation of exhibit structures, electrical wiring, and fixtures according to approved design plans.
20. Participate in required public events, providing facilities-related support as necessary.
21. Perform other duties as assigned by the Superintendent or other leadership.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Associate's or bachelor's degree in Facilities Management, Engineering, Building Trades, or a related technical field required.
2. Minimum of 3 years of progressive experience and working knowledge in facilities maintenance, including mechanical, janitorial, and security systems.
3. Demonstrated previous management experience, including the ability to lead teams. Project management experience is a plus.
4. Proven ability to manage schedules and prioritize tasks to meet deadlines while handling multiple projects.
5. Strong understanding of building systems, relevant codes, and safety regulations.
6. Experience with budget management, vendor negotiation, and procurement processes.
7. Proficiency in operating relevant maintenance equipment and tools.
8. Practical skills in copper sweating, soldering, MIG welding, arc welding, and brazing.
9. Basic skills in painting, plumbing, electrical, and carpentry.
10. Excellent interpersonal and communication skills, with the ability to relate to individuals from diverse backgrounds.
11. Strong organizational and problem-solving skills.
12. Proficiency in relevant software, such as CMMS (Computerized Maintenance Management System) and Microsoft Office Suite.
13. Must possess a valid Ohio Driver's License; CDL Class C with Passenger endorsement preferred.



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### **Usual and Customary Expectations:**

1. Ability to work outdoors in all types of weather conditions.
2. Ability to sit erect at a desk or computer for approximately 2 hours per week.
3. Ability to work at heights from a ladder, up to 30 feet above the ground.
4. Requires frequent and prolonged walking, standing, bending, stooping, kneeling, and crouching.
5. Requires full extension of arms and the ability to grasp, hold, and pull in various positions.
6. Ability to frequently lift and carry items weighing up to 50 pounds.
7. Some non-traditional hours are required.

Acknowledgement:

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Employee's Signature

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Date

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Authorized Signature

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Date