

Facilities Manager

At the Children's Museum of Southern Minnesota, we believe our team is part of something extraordinary. Our Museum is community-built and community-sustained, with a mission to ignite the natural curiosity of every child through the power of play in a dynamic, awe-inspiring environment.

Join our team!

Reporting to the Vice President of Operations, the Facilities Manager position is a full time, 40 hour/week, exempt position. This position is eligible for benefits including but not limited to health, dental, vision, life insurance, short and long term disability, HSA, FSA dependent care, SIMPLE IRA matching program and staff discounts. The Museum is working towards the goals of Financial Sustainability, Community Outreach and Staff Excellence. Candidates for this position should be committed to being innovative and create ways to support these goals. Further, as the Museum is a growing, inclusive organization, any candidate should be open to performing a variety of tasks.

Take the next step! Please submit a resume to Heather Ungerer, Vice President of Operations, at heather.ungerer@cmsouthernmn.org.

Starting Wage Range \$21 - \$25/hour

Job Responsibilities

Building and Grounds

- Work closely with the VP of Operations to evaluate and find solutions to routine maintenance needs
- Manage contractors and vendors on building projects
- Oversee the afterhours custodial services outsource partnership
- Manage deep cleaning days
- Oversee cyclical services including: filter replacements, refilling water softener, scheduling hvac and roof maintenance plans, fire extinguisher checks, build alarm testing, carpet cleaning and other services as deemed necessary
- Perform preventative maintenance and repairs in areas including painting, patching, caulking, carpentry, etc.
- Develop, implement, and follow schedules for the daily, weekly, monthly, quarterly, semi-annual, and annual inspection and maintenance of all Museum facilities.
- Use the Building Management System to ensure a comfortable climate in the Museum.
- Ensuring that all chemical cleaning products are handled and stored in a safe responsible manner, and training staff on proper use and SDS sheets, as appropriate.
- Manage ordering of all consumable products for building and exhibits

- Provide snow removal for sidewalks, the outdoor experience and awning
- Maintain the lawns, watering, seasonal plants and prairie gardens
- Support Museum gardens as needed
- Support the Museum Programming team with creation and repair of programming materials
- Oversee and maintain a clean campus free of debris and clutter
- Run Museum errands as needed
- Serve on the Museum Safety Committee and manage quarterly safety checks
- Support training of staff on building safety requirements
- Provide recommendations for yearly maintenance budget

Exhibits

- Repair exhibits as needed
- Support exhibit install and removal
- Support storage needs and maintaining records of where exhibits are stored
- Support exhibit inventory as needed
- Participate in weekly safety checks for exhibits

Qualifications:

- Strong communication skills and ability to navigate partnerships with vendors, suppliers and staff
- Experience in construction, cabinetry, building maintenance/management, Hvac, and/or other related work
- Ability to safely use hand tools, power tools, and equipment of all types to perform a variety of maintenance-related tasks.
- Valid driver's license
- Ability to manage building projects and troubleshoot as needed
- Ability to respond in building emergency situations
- Excited about the work of the Museum and the future of an expanding campus
- Ability to work independently
- Attention to detail for maintaining the Museum and campus
- Boilers license or willingness to become certified is preferred

Work Conditions:

- Subject to hazards, including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, power tools and equipment, and electrical current.
- Required to have visual acuity to perform an activity such as operating machines and equipment, including inspections, where the seeing job is at or within arm's reach.
- Perform mechanical or skilled trade tasks of a non-repetitive nature.



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- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.
- Job requires ability to stand and walk for extended periods of time.
- Job requires stooping, kneeling, crouching, and bending.
- Job requires running errands for supplies as needed. Use of company truck is available.
- Flexibility and availability in schedule are required during the week, including evenings, weekends, and holidays.

About Children's Museum of Southern Minnesota

The vision for the Children's Museum of Southern Minnesota is to be a catalyst for building a stronger, more vibrant community around play so that all children in our region share in a bright future of opportunity and well-being. Located in Mankato, Minnesota, the Museum welcomes nearly 100,000 visitors and maintains over 2,100 memberships annually, and continues to be a resource for the region, providing the opportunity to experience the joy of learning through the power of play to all children and families.

The Children's Museum of Southern Minnesota is an equal opportunity employer.

PLAY. IT'S WHAT WE DO.