

## JOB DESCRIPTION - DUMBARTON OAKS

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**Position Title:** Facilities Manager  
**Supervisor:** Director of Facilities  
**Department:** Facilities  
**Grade:** 57, exempt  
**Hours:** Full-time, 40 hours per week

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### Summary

The Facilities Manager will assist the Director of Facilities with the general management of the campus buildings; physical plant operations; oversight of the various service contracts; preventive and predictive maintenance programs; and safety and code compliance issues. The Facilities Manager will assist in the management of a broad range of operational components for the department including personnel, budgets, policies and procedures, projects, and institutional events. This role will ensure high quality of service and timely response to requests; oversee minor capital projects as well as building and system repairs by outside contractors as assigned. This position is an essential personnel position at Dumbarton Oaks and is required to work even when other staff may be off duty.

### Duties and Responsibilities

- Manage work procedures and exercise oversight of custodial, janitorial and housekeeping staff in the Facilities Department, including housing and all related requirements.
- Conduct evaluations and annual performance reviews; provide training and coaching; implement progressive discipline and any follow-up requirements for supervised staff.
- Inspect the buildings on established schedule to identify maintenance issues. Plan and organize maintenance, inspections, and cleaning with reference to the academic year and scholarly program calendar in communication with the Manager of Academic Programs.
- Support events (most of which are in the evening and on weekends) including oversight of maintenance of equipment, service of food and drink, and the installation and de-installation of events, in close collaboration with the Events Manager.
- Assist in the management of service agreements and contractors hired to perform Facilities-related work for Dumbarton Oaks, including the establishment of scope of services and work to be performed, acquisition of bids, participation in the selection of vendors, inspection of work performed, and verification and approval of invoices.
- Assist in the planning, preparation and maintenance of operating budgets, including invoice processing and timesheet management.
- Responsible for developing and implementing a comprehensive preventive maintenance plan to ensure optimal building performance and minimize unexpected downtime.
- Supervise mail room and central receiving operations, including processing and distribution of received items and shipment of outgoing items and all other related items. Provide oversight of vehicle maintenance.
- Serve as key departmental contact/user and ensure training and implementation by Facilities staff of shared IT systems and applications that support collaboration and communication with other departments (FIIX, Salesforce, etc.).

- Serve as the primary application owner responsible for enforcing best practices and protocols related to the security of systems and processes, including Building Management System “BMS” applications and third-party vendors.
- Under the guidance of the Director of Facilities, collaborate with other departments at to ensure effective communications and achievement of departmental goals.
- Other duties as required.

## Qualifications

### Basic qualifications:

- Bachelor’s degree in related field.
- Six+ years of experience in Facilities with minimum of 4 years in supervisory/management role.

### Preferred/additional qualifications:

- Working knowledge of the Building Systems, Structures, BAS Systems and HVAC equipment.
- Proficiency with computers: Microsoft Outlook, Word, Excel and to master rapidly computerized maintenance management system (CMMS).
- IFMA Certified Facilities Manager (CFM) or other relevant Facilities certifications.
- Stationary Engineering or HVAC License.
- Working knowledge of Siemens Apogee.
- Master’s Degree or above.
- Working knowledge of AutoCAD, Adobe Creative Suite, InDesign and/or other design software is highly desirable.
- Work-related experience in a museum, library, or cultural organization.
- Knowledge of OSHA regulations and other safe workplace practices.
- Strong interpersonal skills and ability to communicate effectively and respectfully with staff, guests and the visiting public.
- Ability to communicate in English both verbally and in writing.
- A valid driver’s license is required.

### Physical requirements:

- Must be able to perform the duties of the position, including but not limited to inspecting multi-level historic buildings (not all of which are easily accessible) and oversee personnel; lift and carry up to 50 pounds occasionally.

## To Apply

The position remains open until filled. Please forward résumé and cover letter detailing relevant qualifications by clicking the link below.

<https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?partnerID=25240&siteID=5341&AReq=67029BR>

## Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences,

perspectives, beliefs, and values.

**EEO Statement**

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Dumbarton Oaks is an Equal Opportunity Employer (EOE).