

Menil Foundation, Inc.
Employment Opportunity

Title: *Assistant Maintenance Supervisor*

Department: Real Estate

Reports to: Maintenance Supervisor- Real Estate

General Responsibilities

Reporting to the Maintenance Supervisor, the Assistant Maintenance Supervisor manages and assists in the completion of the day-to-day activities involving the maintenance of the building/facility, equipment and machinery, including HVAC, building lighting systems, appliances, grounds keeping, security and overall facility/property appearance. The position assists in supervising and coordinating the work of employees who repair and maintain building/facility, equipment and machinery.

Specific Duties

1. The Assistant Maintenance Supervisor is a working technician and is expected spend approximately 90% of his/her time in the field in addition to assigned administrative responsibilities.
2. Knowledge of and ability to supervise and/or perform high-level, technically proficient, and urgent/sensitive work orders including HVAC, electrical, plumbing, general carpentry, and items with larger legal implications.
3. Assign, prioritize, and coordinate daily work orders and review when complete.
4. Train and develop new maintenance technicians.
5. Reconcile, approve, and code maintenance-related invoices in accordance with Foundation policy.
6. Responsible for 24-hour emergency maintenance service.
7. Possess the necessary skills to apply comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents to correct deficiencies.
8. Perform general maintenance and repairs of plumbing systems like unclogging drains, fixing or replacing leaky faucets, installing sinks, toilets, and drinking water fountains.
9. Perform maintenance and repairs to floors, walls, and ceiling finishes, including but not limited to, painting and plastering of surfaces, installation, repair, and cleaning of vinyl, ceramic tiles, and carpet flooring.
10. Perform routine maintenance and repair of windows and glass.
11. Assist in minor cement work and performs lesser repairs to concrete structures.
12. Performs rough carpentry work in constructing forms, barricades, boxes, and shelves.
13. Assemble and performs minor repairs to office furniture.
14. Install, repair and maintain doors and door hardware.
15. Operate various equipment and hand tools including power tools, drills, and saws, electrical meters, etc.
16. Performs daily walk through of museum owned buildings to identify problems in services, or facility structure and communicates needs to Maintenance Supervisor.
17. Performs other maintenance duties as needed including housekeeping and custodial tasks.
18. Assist custodial employees in the cleaning of facilities as needed.
19. Receive and respond to requests for service from administrative staff.

20. Keep records of work performed and reports to supervisor on status of work orders, materials used, parts needed, etc.
21. Assist the department during emergency preparedness.
22. Required to be on a rotating stand-by schedule with other technicians for emergency coverage.
23. Operates company vehicle as means of transportation to and from museum facilities, and for the delivery and distribution of materials, parts, and supplies needed to complete required tasks.
24. Wears company uniform and badge during work hours.
25. Work with minimum supervision.

Qualifications

1. High School Diploma/GED equivalent and/or vocational school training required.
2. Considerable experience in the related building trades. Certificate of competency in the related fields are a plus or any equivalent combination of training and experience which provides the required knowledge, skills, and ability.
3. Ability to keep neat and accurate records of time and materials.
4. Ability to communicate in written form.
5. Knowledge of mechanical, math, and measurement skills.
6. Knowledge of the current occupational hazards and an understanding of safety precautions, building codes, and regulations applicable to the maintenance profession.
7. Considerable skill in the use and operations of related hand and power tools, and in the use of equipment to maintain the cleanliness of offices and museum facilities.
8. Knowledge of carpentry, woods, lumber, glues, plaster, concrete, and tiles.
9. Ability to read and work from drawn plans and sketches.
10. Valid Texas Driver's License.
11. Requires physical strength and agility to perform assigned tasks, which include but are not limited to, bending, twisting, walking, climbing, reaching, lifting and carrying.
12. Able to lift and adjust heavy objects up to 50 lbs.
13. Basic computer skills including email and smartphone use.
14. Fluent in English, bilingual a plus.
15. Must be able to work independently and complete daily activities and tasks according to work schedule.
16. Ability to meet and deal with the public and fellow workers effectively and courteously.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary expectations to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org