

Associate Director of Facilities

The Peabody Essex Museum, one of the largest and most dynamic art museums in the nation, is seeking a highly talented Assistant Director to join our Facilities team. Under the direction of the Chief of Facilities and Security Planning and Development, the successful candidate will be responsible for safe, efficient and effective operation of facilities maintenance, plant operations and maintenance, the central heating, cooling and steam plant and assisting with the management of all other areas and aspects of physical plant operations for the entire museum campus.

Responsibilities include:

- Oversee facilities maintenance operations; scheduling work, monitoring performance, troubleshooting problems, and ensuring the effective resolution to all building maintenance and facility-related issues and projects on a timely basis.
- Assist the Chief of Facilities and Security in identifying, hiring and managing outside vendors and contractors as needed: and in negotiating contracts, assigning and monitoring work, conducting regular evaluations and resolving issues.
- Develop, track, manage and provide up-to-date budgeting information on all museum facility projects. Develop and maintain an electronic work order system which allows for easy access to project coordination and metrics, expense tracking and staff assignment.
- Research requests, seek proposals and assess quotes for all museum facility-related projects; present final recommendations to the Chief of Facilities and Security or museum stakeholder.
- Interfaces proactively and in a consensus building manner with other departments to ensure efficient communication and interaction, and identify and resolve any business issues or conflicts that may arise.

A BA/BS in engineering or a related field, or equivalent combination of education and work experience in the maintenance and operation of building systems and central heating plants supporting a multi-building cultural, educational or health related organization. A minimum of five years of facilities management experience with strong administrative and people management skills to handle multiple projects, and requests is required. Strong working knowledge and hands on experience with computer based energy management and building automation systems. Outstanding professional, interpersonal and communication skills are required. Expertise in other software applications including MS Office, project management and database applications.

Please send cover letter, resume and salary requirements to: jobs@pem.org, or mail to Peabody Essex Museum, East India Square, Salem, MA 01970, Attn: Human Resources. PEM is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.