



JOB DESCRIPTION

BUILDING OPERATIONS/EXHIBIT MANAGER

Department: Operations

FLSA Status: Full-time, Exempt

Position Summary:

Responsible for all operations aspects of the building such as visitor facilities, building systems, building security, housekeeping, and of the Center's grounds and landscaping to ensure a positive visitor experience and the highest quality of daily operations.

Essential Functions:

- Monitoring the quality and preparedness of the public area and all building operations throughout each day.
- Ensuring visitor and staff safety by being knowledgeable of and complying with all building and fire codes and regulations, and monitoring the building and grounds
- Knowledge of building systems: electrical systems, security systems, building facility, ability to read building schematics. HVAC experience is a must
- Knowledge of OSHA requirements- monitors and stays updated on compliance regulations, takes necessary steps to keep the Center in compliance with all applicable laws.
- Serves as a liaison with city during major events.
- Trains and supervises operations and exhibits staff, sets schedules to cover 7-day operation in addition to night events
- Responsible for the maintenance of all exhibits in the center.
- Task, supervise, and train other exhibit technicians on all aspects of exhibit repair, upkeep, and operation.
- Installation of all exhibits, including setup, takedown and shipping of traveling exhibits.
- Opening and closing of exhibit galleries.
- Maintain lighting system in the center.

- Develop and implement maintenance schedule.
- Update and maintain all exhibit plans, and specifications.
- Equip, operate and maintain the exhibit shop.
- Develop and maintain a supplier and resource list.
- Develop a network with other science centers exhibit staff and other fabrication sources.
- Improve and modify exhibits as needed.
- Performs routine maintenance on exhibits, exhibit lighting, etc.
- Prototype and assist staff in creating new exhibits.
- Orders stock and organizes part and materials for exhibit maintenance and fabrication.
- Keeps workshop, tools, and equipment in working order.

Housekeeping:

- Scheduling and providing routine daily cleaning of entire facility including galleries, lobby, café area, back house, bathrooms, theater, administrative area
- Scheduling periodic deep cleaning to preserve condition of carpets and fixtures
- Monitoring daily quality of public area image
- Ordering and maintaining cleaning supply inventory

Building Maintenance:

- Assisting City maintenance department in scheduling periodic maintenance and major repairs as needed
- Performing or coordinating routine maintenance and repairs not covered by City contract
- Scheduling repairs with outside contractors as required
- Developing and implementing preventative maintenance schedule for systems and fixtures not covered by City contract

Grounds and Parking Lots:

Scheduling, providing, and coordinating routine and special maintenance of all outdoor paved and green areas.

Building Operations: supervise and coordinate:

- Opening building every morning, deactivating alarm system, turning on lights, setting climate control and other preparations for daily business
- Closing building every night, activating alarm system, turning off lights
- Climate control and other closing activities as required
- Installation and removal of signs and banners
- Preparing and maintaining the facility and grounds to accommodate visitors

- Scheduling and providing operations staff coverage for all science center activities

Equipment:

- Developing and implementing preventative maintenance schedule for all building and operations equipment
- Developing and implementing preventative maintenance schedule for Sci-Port Discovery Center vehicles
- Develop and maintain check-out log system for Sci-Port vehicles

Contract Services:

- Monitors activities of all contract cleaning personnel, alarm and security company, waste disposal and recycling activities, and laundry services

Special Events:

- Scheduling, coordinating, and participating in the set-up, tear-down and operations staff coverage for all special rental and in-house events

Traveling Exhibits:

- Participate in scheduling and coordinating set-up and tear-down for traveling exhibits

Shipping and Receiving:

- Shipping and receiving exhibits, supplies, gift shop inventory and other science center purchases

Non-Essential Functions:

- Other duties as required.

Mental Skills and Abilities:

- *Math* - Ability to add, subtract, multiply and divide; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- *Reading* - Ability to read and understand technical journals, manuals, reference books, blueprints, legal documents and financial reports.
- *Writing* - Ability to write business letters, expositions, summaries, training manuals and reports using proper format and conforming to rules of punctuation, grammar, diction and style.
- *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel

discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.

- *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

Education/Training:

- Five years comprehensive experience in building systems and maintenance.
- HVAC experience necessary

Experience/Skills:

- Ability to work with a variety of different people, to work well under time constraints, and in stressful conditions.
- Skills in leadership, training and development.
- Must have mechanical aptitude.
- General computer skills and experience with spreadsheets.
- Must be available to work flexible hours and shifts.

Work Situations:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The

employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.

- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.

Physical Demands:

- *Heavy Work* - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - (a) Clarity of vision at 20 inches or less.
 - (b) Clarity of vision at 20 feet or more.
 - (c) The ability to judge distance and space relationships.
 - (d) The ability to identify and distinguish colors.

Other Requirements:

- *Travel* - will require occasional travel.
- Valid State Driver's License.

Supervision/Contacts:

- Receives supervision from Executive Director.
- Supervises Operations Assistants.
- Daily contact with staff, volunteers, and visitors.
- Weekly contact with suppliers and vendors, contract cleaning company, and shipping companies; occasional contact with food vendors, repair contractors, and City of Shreveport maintenance.

Environment:

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

Tools and Equipment Used:

- Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Mailing Scales and Machine, Pens, Pencils, Reference books, Ladder, Hand Tools, Cleaning Equipment, Carpentry/Mechanical Tools, Goggles and Safety Equipment, Forklift, Cherry Picker, Trailer, and Automobile.
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Building Operations/Exhibit Manager

I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature

Date