



**Job Title:** Facilities Manager  
**Reports To:** Director of Finance and Operations  
**Job Status:** Full Time, Exempt, Union  
**Starting Salary:** \$68,500

### **About NPHM**

The National Public Housing Museum (NPHM) is the first cultural institution in the United States dedicated to interpreting the American experience in public housing and the right to all people to a place they can call home. The Museum's mission is to preserve, promote, and propel public housing as a human right and all of our partnerships and programs are committed to amplifying the voices, experiences, and stories of public housing residents. Ultimately, we believe that storytelling can be a catalyst for innovative public policy solutions that are responsive to people's needs and lived experiences.

### **Position Description**

NPHM is seeking a Facilities Manager to ensure the smooth coordination of daily facilities and maintenance activity when the Museum opens in our new building in the renovated last remaining building of the Jane Addams Homes.

The Facilities Manager is supervised by the Director of Finance and Operations and works with museum leadership to develop plans and protocols for maintenance, repair and annual upkeep of the museum and seasonal maintenance program for the building and grounds; including but not limited to garbage collection, elevator, HVAC, mechanicals, landscaping, pest control and snow removal. This position will also assist in developing protocols for security, prepare for emergencies through risk management planning, coordinate safety protocols and training for staff to include fire safety, fire extinguisher and evacuation procedures

### **Essential Duties**

- Coordinate the move from our current office to the new permanent Museum site.
- Develop facilities and operations policies and procedures with Museum leadership, and assist management with adherence to these policies.
- Develop a maintenance budget with the Director of Finance and Operations, and keeping records of expenditures, repairs and maintenance of building, property and public art installations.
- Manage and coordinate maintenance and service programs for the Museum - including, but not limited to, contractors, security, garbage collection, elevator, HVAC, IT, mechanicals, landscaping, pest control and snow removal; ensures that work is completed on schedule and to acceptable standards.



**National  
Public Housing  
Museum**

- Coordinate with contractors on facilities cleaning needs, preventative maintenance, and repairs in all locations - including planning, coordination of services, and troubleshooting, and be available as back-up to handle facilities issues.
- Coordinate opening duties of the Museum daily (i.e., turning on lights, unlocking doors etc.), and coordinate closing, and opening when not present.
- Replenish supplies as needed.
- Coordinate with contractors when necessary for building upgrades, remodeling, and repairs.
- Maintain safety standards in facilities activities, as well as ensuring the proper use and disposal of chemicals, supplies, and equipment.
- Act as a point of contact for vendors and contractors doing work or making deliveries to the Museum.
- Overseeing equipment and furniture throughout the Museum.
- Assist with staff follow-up of work orders and maintenance requests, ensuring work orders are properly closed and written communication provided to staff regarding what occurred.
- Complete daily walk-throughs to identify any maintenance issues within the Museum.
- Assist program staff when necessary with setup and breakdown of events and meetings.

**Qualifications:**

*Required*

- High school diploma or equivalent required and 5+ years of experience in maintenance, building engineering, or facilities.
- Ability to address day-to-day and long term responsibilities independently.
- Resolve issues and concerns showing flexibility and cooperativeness. Supportive of colleagues in all areas of museum operations.
- Knowledge of OSHA and other environmental regulations
- Ability to effectively present information in one-on-one and small group situations.
- Ability to quickly develop strong working relationships with contractors and vendors.
- Strong attention to detail and customer service skills.
- Proficient in Microsoft Office products.
- Well organized and flexible with the ability to multitask.
- Proactive and able to react to frequently changing priorities.
- Strong working knowledge of the various trades, HVAC, Electrical, Plumbing, Carpentry

*Preferred*

- Lived experience or a connection to public housing a plus

This is a full-time union position in Chicago, IL with a 40 hour work week that will occasionally include evening and weekend availability as required to fulfill responsibilities and for related museum activities.

Position includes a full benefits package, including medical, dental, vision, 401K, and generous PTO.



The National Public Housing Museum has a vaccination policy for COVID-19. Unless employees have an approved exception to the policy, the NPHM is requiring proof of COVID-19 vaccination.

The National Public Housing Museum encourages people with lived experience in public housing or a meaningful connection to public housing to apply. We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.

**To Apply:**

To apply, please send your resume, and cover letter to [jobs@nphm.org](mailto:jobs@nphm.org) to be considered with the subject line "Facilities Manager."