



Empowered children.  
Engaged parents.  
Energized communities.

## Position Description – Facilities Manager

Reports to:	Executive Director
Classification:	Full-Time 30-40 hours per week, but will consider part-time applicants
Schedule:	Monday-Friday with occasional weekend or evening responsibilities
Compensation:	\$15-18/hr
Benefits:	Full-Time benefits include 12 days of vacation, 5 days sick, Health Insurance, short/long term disability, Simple IRA with 3% match

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### Position Summary

The Building for Kids, Inc. is one of the largest and most exciting children’s museums in Wisconsin. As a growing organization, we are seeking a Facilities Manager to oversee the maintenance and cleanliness of our exhibits and facilities. This newly developed position will oversee the day to day maintenance of our exhibits and facility, oversee and implement our cleaning services, and have the knowledge to troubleshoot and perform repairs to keep our hands-on exhibits operational at all times.

### Primary Job Responsibilities

- Oversee and perform maintenance and preventative maintenance on facility and exhibits
- Oversee maintenance and cleaning contracts
- Manage and train staff in facility safety and security practices
- Perform and oversee janitorial services
- Ensure that exhibits remain fully operational
- Manage maintenance schedule for exhibits and facility updates
- Assist in the development of new hands-on exhibits
- Oversee setup needs for events, meetings, and daily functions
- Other duties as assigned

### Desired skills:

- Experience in facility management or maintenance
- Experience or knowledge working with various carpentry and shop tools
- Prior experience working in an environment full of children and families
- Excellent written and verbal communication skills
- Attention to detail and highly organized
- Basic knowledge of Microsoft office suite
- Ability to lift and carry heavy items

**Application:** Please send a cover letter with resume to [jobs@buildingforkids.org](mailto:jobs@buildingforkids.org)

*The Building for Kids, Inc., is an Equal Opportunity Employer*

