

TERMS OF REFERENCE: FACILITIES MANAGER

The Museum Facilities Manager is a pivotal role responsible for overseeing the efficient operation, maintenance, and development of all physical facilities within the museum premises. This position plays a critical role in ensuring that the museum's facilities are conducive to the preservation of artifacts, the comfort and safety of visitors, and the smooth functioning of day-to-day operations. This position will be based in Wangduechoeling Palace Museum and Cultural Center in Bumthang.

The primary objectives of the Museum Facilities Manager include:

- Ensuring the proper maintenance and upkeep of all museum facilities, including buildings, grounds, HVAC systems, electrical systems, plumbing, and security systems.
- Implementing strategies to optimize energy efficiency and sustainability within the museum premises.
- Managing renovations, repairs, and construction projects in accordance with budgetary constraints and timelines.
- Overseeing compliance with health and safety regulations, building codes, and other relevant standards.
- Collaborating with other museum staff to support exhibitions, events, and educational programs through effective facilities management.
- Developing and implementing emergency preparedness and disaster recovery plans to safeguard museum assets and ensure the safety of staff and visitors.
- Supervising a team of facilities staff, contractors, and vendors to ensure that work is completed to high standards and within established timelines.
- Contributing to strategic planning processes by providing expertise on facilities-related matters and advising on long-term infrastructure needs.

I. MAJOR ROLES AND RESPONSIBILITIES:

1. Facility Maintenance & Management:

- Oversee the day-to-day maintenance of all museum buildings, grounds, and infrastructure.
- Develop and implement preventive maintenance schedules to ensure the proper functioning of all facilities
- Coordinate repairs and renovations as needed, prioritizing tasks based on urgency and impact on museum operations.
- Conduct regular inspections to identify maintenance needs, safety hazards, and opportunities for improvement.
- Manage relationships with external contractors and service providers for specialized maintenance work.
- Manage the allocation and use of space within the facility for events, programs and others.

2. Safety and Security:

- Ensure compliance with health and safety regulations, building codes, and other relevant standards.
- Implement measures to minimize risks to staff, visitors, and museum assets.

- Conduct safety training for museum staff and volunteers.
- Implement and maintain security protocols to protect the building, exhibits, staff and visitors
- Ensure compliance with safety regulations and conduct regular inspection
- Develop and maintain emergency preparedness and disaster recovery plans from incidents such as fire, natural disaster or security breaches.
- Coordinate with local authorities on emergency services and conduct regular drills/training to ensure staff readiness

3. Vendor and Contract Management

- In coordination with the Museum administration, hire and supervise contractors/vendors for maintenance and repair work
- Negotiate contracts and ensure that contractors/vendors meet the museum standards and requirements
- Maintain a list of resources/experts/professionals for carrying our repair and maintenance

4. Asset Management:

- Maintain accurate records of museum facilities, equipment, and inventory.
- Develop and implement strategies for the long-term preservation of museum assets.
- Oversee the acquisition, disposal, and relocation of assets as needed in coordination with the other departments of the Museum.

3. Energy Efficiency and Sustainability:

- Identify opportunities to improve energy efficiency and reduce environmental impact within the museum premises.
- Implement sustainable practices for waste management, water conservation, and energy usage.
- Monitor utility consumption and implement strategies to reduce costs.

6. Team Leadership and Management of ground staff:

- Supervise a team of facilities staff, including maintenance technicians, custodians, and security personnel.
- Provide leadership, guidance, and support to facilities team members.
- Foster a positive work environment that encourages teamwork, accountability, and professional development.

7. Budget Management:

- Develop and manage the facilities department budget, including forecasting expenses and allocating resources.
- Monitor spending, identify cost-saving opportunities, and adjust budget priorities as needed.
- Prepare regular reports on budget performance for museum leadership.

8. Coordination and Communication:

- Collaborate with other museum departments, including curatorial, education, security, and administration, to support their facility-related needs.

- Communicate effectively with museum staff, volunteers, visitors, and external stakeholders.
- Serve as a liaison between the facilities department and museum leadership, providing updates on key initiatives, challenges, and achievements.

II. COMPETENCIES

- Technical expertise in building systems and maintenance.
- Strong project management skills for facility projects.
- Commitment to safety compliance and risk management.
- Effective leadership in managing facility teams.
- Financial acumen for budgeting and cost control.
- Excellent communication and client relationship management.
- Proactive problem-solving ability and continuous improvement mindset.
- Adaptability to changing environments and upholding ethical standards and integrity.

III. EDUCATION & WORK EXPERIENCE

The ideal candidate for the position of Facilities Manager should possess the following qualifications and experience:

- A bachelor's degree in facilities management, engineering, architecture, or a related field.
- A minimum of 7 years of experience in facilities management, preferably in a cultural institution or similar environment.
- Strong technical knowledge of building systems, including HVAC, electrical, plumbing, and security systems.
- Proven experience in project management, including budgeting, scheduling, and contractor management.
- Familiarity with relevant regulations and standards pertaining to health and safety, building codes, and environmental sustainability.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with colleagues at all levels of the organization.
- Strong leadership and supervisory skills, with the ability to motivate and develop a diverse team of facilities professionals.
- Demonstrated problem-solving abilities and the capacity to make sound decisions under pressure.

Language Requirement

- Fluency in English with excellent verbal and written communication, drafting and presentation skills.
- Ability to present coherent and convincing information succinctly, both in writing and orally.

IV. DESIRED ATTRIBUTES

The Facilities Manager must operate with independence, under pressure to meet deadlines and commitments. S/he should also have the ability to prioritize effectively and work accurately under time constraints, using initiative and judgment and a high

level of administrative and organizational skill. The Facilities Manager should have excellent interpersonal and communications skills and must enjoy facilitating the work of others.

V. REPORTING & LINE MANAGEMENT

This position reports directly to the Head of the General Operations Department of the Wangduechhoeling Palace Museum and Culture Center.