

### Full Job Description

<b>Title</b>	Chief of Security and Facilities
<b>Status</b>	Full time, exempt, supervisory, includes some evenings and weekends
<b>Salary</b>	\$80,000 plus benefits
<b>Reports to</b>	Executive Office (Executive Director/Deputy Director)
<b>Supervises</b>	All staff in the Operations Department, including on-call, full- and part-time Security and Custodian personnel.

#### **Mission of The Bronx Museum of the Arts**

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum’s contemporary art programming expresses the borough’s tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

**Position Description**

The appointee carries out regular, day to day, maintenance tasks associated with the plumbing, electrical, HVAC, painting, joinery/carpentry, and management of the Museum’s facilities. In addition, the appointee is responsible for the Museum’s security and the safeguarding the visiting public, staff, and artworks on site.

**Responsibilities:**

The Chief of Security and Facilities reporting to the Deputy Director, oversees all security operations and physical plant maintenance, environmental services, as well as discreet capital projects for a 35,000 sq. ft. facility with exhibition galleries, flexible program spaces, and administrative and storage spaces.

The Bronx Museum’s facilities include the two wings and adjoining back lots. Physical plant oversight includes exhibition galleries; public and administrative spaces; elevators; audio visual equipment; air conditioning and heating plant and equipment; plumbing fittings and infrastructure; electrical fittings, wiring, lighting and other electrical equipment, including computing and IT equipment; all other building fixtures, fittings and components, such as flooring, roofing, walls and ceilings, doors, windows, ramps; security camera and alarm systems; staging, tables, seating and other office and building equipment used in the Museum’s regular activities or its rentals business.

Responsibilities of the Chief of Security and Facilities will include the following:

*Security Responsibilities*

- Manages and reports on the activities and operation of the security and maintenance departments, including oversight of staffing rosters (full-time, part-time, and casuals), leave schedules and reporting, and payroll supervision and other internal reporting
- Training all staff on all security and emergency procedures in conjunction with Deputy Security Chief, particularly part-time security and contract security workers.
- Understands the Museum’s layout including the location of all stairwells, elevators, points of entry and exits, rest rooms, galleries, offices and other commonly utilized reference points.
- Monitors activities throughout the Museum and surrounding area. Operates and maintains radio communication with security personnel and other staff members.
- Dispatches officers in response to observed activity as needed.
- Establishes and regularly tests emergency plans for the Museum and visiting public that are effective and compliant.

- Initiates and prepares all incident reports that relate to any illegal or irregular activity such as vandalism, theft, injury, etc.
- Manages, maintains and updates the operation of all electronic security surveillance and videotaping and retrieval systems.
- Maintains awareness of the Museum's schedule and events and initiates appropriate announcements as needed during open hours.
- Has a general knowledge of the art work on display and the rotating exhibitions on view.

*Physical Plant Responsibilities*

- Oversees day to day plant operations, regulatory compliance, scheduled repair, maintenance and servicing, and preventative maintenance programming, and oversight of technical and construction aspects of any capital projects or expansion of the Museum's buildings and physical plant assets and facilities.
- Ensures the effective, budget compliant, and cost efficient day to day operation of the Museum's buildings, plant and facilities, as well ensuring that they are maintained in a clean and attractive state.
- Ensures that the Museum is fully compliant with all City, State and federal governmental and agency regulations affecting the Museum's plant and buildings and their lawful operation (including elevators, and fire and building permits).
- Establishes, implements and prepares management reports on preventative maintenance programs for all major aspects of the Museum's buildings and facilities, including air conditioning and heating systems, elevators, plumbing, electrical equipment and systems, security camera and alarm systems, gallery lighting and audio visual systems, and critical building installations such as roofing, exit and entrance ways, doors and windows, and bathroom and other building service facilities.
- Oversees equipment and facility set-up and take-down for all Museum rentals, in addition to internal meetings, openings, and other public events.
- Oversees all carpentry, electrical, plumbing, and other building repairs, maintenance and servicing work that is required. Where external contractors are required, the appointee is responsible for scoping work required, obtaining quotes from recognized contractors, appointing the preferred contractor after consultation with the Director of Finance, and overseeing the completion of the work.
- Keeps all walkways and entries clear and maintains accessible and safe public access to the buildings, in addition to maintaining grass, flowers, shrubs and trees, keeping the grounds free of debris, and maintaining proper settings on external light timers.

- Oversees building maintenance supplies purchasing and inventory system to ensure necessary stocks are on hand, and an inventory system of tools and equipment used in building maintenance and repair. Purchases and maintains tools and other building maintenance equipment.
- Liaises with contractors, New York City agencies including the Department of Cultural Affairs (DCLA) and the Department of Citywide Administrative Services (DCAS) Division of Energy Management (DEM), consulting architects and engineers on capital building projects.

**Desired Qualifications and Requirements:**

- Possess or able to possess certification and current licensing in all relevant technical areas of responsibility, including: (i) COF for Sprinkler operation; (ii) COF for Fire Alarm operation; (iii) Universal CFC Certification; and (iv) Facilities Management
- NYS securities guard license and certification
- Strong mechanical abilities and familiarity with low pressure boiler systems and commercial air and cooling systems
- Demonstrated experience in managing large facility operations and plant and equipment
- Available to be on an “on call” basis to address building and security emergency situations
- Ability to select and oversee external contractors and/or to make necessary carpentry, electrical and plumbing repairs without assistance
- Strong communication skills and ability to interact with direct reports, management colleagues, community residents, as well as regulators and external parties
- Ability to work independently, under deadlines
- Experience with HVAC and Building Management System (BMS)
- Proficiency in Word and Excel
- Spanish/English bilingual skills a plus

**Application Instructions**

*No later than October 31, 2021*, email a resume and cover letter to [humanresources@bronxmuseum.org](mailto:humanresources@bronxmuseum.org). Include “**Chief of Security and Facilities**” in the subject line.

Selected applications will be contacted. Due to the high volume of submissions we receive, we will not respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.