

BUILDING SUPERINTENDENT

The Building Superintendent is a senior-level leadership position that is responsible for operating, maintaining and securing the physical plant of Landmark Center for maximum public use and ensuring the facility operates safely and efficiently for the building's tenants and other occupants. This position holds the oversight of the maintenance, restoration, renovation, and upkeep of Landmark Center and its grounds and supervises the janitorial and security team, including: the Janitorial Supervisor, Maintenance Engineer, and a full crew of security guards and janitors. The position plans for and oversees all contracted general maintenance work and capital improvement projects within the historic building, as well as managing the purchasing for the maintenance department. The Building Superintendent reports to the Executive Director.

Building Leadership, Management & Service Delivery Responsibilities and Duties

- 1) Supervise and direct the maintenance and janitorial staff in the implementation and logistics necessary for Landmark Center to function as an historic arts and cultural center for the public that fulfills the stated mission of Minnesota Landmarks, the building, and programming priorities set by the Board.
- 2) Operate and maintain all mechanical units, HVAC, plumbing, roofing systems, electrical and security systems in Landmark Center.
- 3) Collaborate with the Executive Director to develop maintenance and capital improvement plans that will conform with the historic guidelines for Landmark Center and enhance the reputation of Landmark Center and comply with standard historic preservation practices and the Department of Interior's requirements for "historic monument use."
- 4) Develop building maintenance goals; monitor and continually evaluate ongoing maintenance needs. Evaluate all building systems to ensure continuous maximum reliability and efficiencies.
- 5) Negotiates and oversees all contracted general maintenance work, including review and evaluation of all annual maintenance contracts.
- 6) With the Executive Director, plans and implements all capital improvement projects and programs within the building.
- 7) Ensure the lease obligations with Landmark Center resident tenant organizations are fulfilled and good working relationships are maintained with all resident organizations related to maintenance, custodial services, and general building activity. Respond and handle all work orders and communicate effectively with tenants.
- 8) Assist in the preparation of budgets for the building maintenance and security activities and capital improvement programs, in partnership with the Executive Director, the Business Manager and the Board's Building Maintenance & Design Committee. Monitor and authorize all expenditures relating to maintenance, security and custodial services, execute purchase orders, handle delivery receipts, and maintain the mechanical, electrical and custodial supply inventory.
- 9) Prepare reports for and participate in the Board of Directors' Building Maintenance & Design Committee with the Executive Director and other staff. Participate in all organizational strategic planning processes and provide leadership and support in relation to Landmark Center maintenance, maintenance staffing and security.
- 10) Conduct annual reviews of performance for all direct report maintenance staff and set annual goals and priorities for the maintenance and custodial work plan. Ensure that all maintenance and custodial staff receive annual reviews and ongoing constructive feedback in compliance with Minnesota Landmarks'

Personnel Policies.

- 11) Perform administrative duties related to the employment of maintenance and security personnel, including interviewing and making final selection of work force, devising work schedules, maintaining personnel records and building attendance records, preparing cost analyses and cash flow estimates, and handling other administrative duties as requested by Executive Director.
- 12) Oversee preparation of various spaces in Landmark Center for meetings, performances, exhibitions, and other events occurring within the Center. Oversee scheduling of the maintenance and custodial crew to ensure proper staffing of all events and activities.
- 13) Direct the safety and security programs of the building and carry out all safety and emergency-preparedness programs. Enforce company safety program.
- 14) Performs tasks necessary to meet requirements set forth by regulatory agencies such as building inspectors. Ensures inspections and facility operation in accordance with best practices in the industry.

Necessary Knowledge, Skills, and Abilities:

- High school degree or equivalent required; College degree or 2 years technical school desired or demonstrated equivalent experience.
- Minimum of 5-7 years' supervisory experience in the care, cleaning, maintenance and security of a large public building or large office building that is equipped with both old and modern mechanical, plumbing and electrical operating equipment.
- Documented mechanical background; engineer's license preferred. Mechanical background must include demonstrated familiarity with modern hot water heating, air conditioning, plumbing and electrical equipment. Working knowledge of present methods of building maintenance and responsibility to keep abreast of new methods.
- Considerable knowledge of security and safety practices applicable to large, public buildings; ability to interact professionally and proactively with the public daily.
- General understanding of building operations and maintenance expenses related to the operation of a large public building and ability to work within a budget and carry out detailed maintenance programs.
- Ability to understand and work with architectural and engineering drawings.
- General understanding of human resources and demonstrated experience in supervising staff. Skills to deal tactfully and fairly with all direct and indirect reports and communicate effectively (orally and in writing) with co-workers, board members, tenant representatives and the public.
- Computer skills in Microsoft Word and Excel required; knowledge of Building Management Systems (BMS) a plus.
- Possess a Minnesota driver's license and clean driving record.

Physical Requirements:

- Demonstrated public speaking ability
- Ability to read, write, and understand English; ability to clearly hear oral communications and communicate effectively
- Ability to climb/descend stairs, lift heavy equipment, stand and sit for long periods of time, and be on the move for two - three hours at a time.

Hours: Full-time, exempt

Salary Range: Dependent on qualifications (general range \$80,000 - \$100,000 annually)

Benefits: Full benefits including vacation/health/dental/retirement