

MĀNOA HERITAGE CENTER

Director of Facilities

Mānoa Heritage Center (MHC) and its supporting organization, Kualii Foundation (KF), are dedicated to promoting the thoughtful stewardship of Hawaii's cultural and natural heritage. MHC comprises Kūka'ō'ō Heiau, gardens of native plants, Hogan House (built in 1962) and Kūali'i (built in 1911). The heiau and Kūali'i are listed on the National Register of Historic Places. Plans are underway to open Kūali'i and Hogan House to the public in the near future.

We are seeking a Director of Facilities to oversee the maintenance, operation, and safety of MHC's buildings and grounds, ensuring a welcoming and functional environment for visitors and staff. This role requires a strategic leader with experience in facilities management, capital projects, and ideally historic preservation. They will manage a team, develop budgets, and ensure compliance with relevant regulations.

Key Responsibilities:

- Strategic Planning and Management: Develop and implement long-term facility plans, manage capital projects, and oversee the museum's physical infrastructure. Develop and implement a facility management program including preventive maintenance and life-cycle requirements with special attention to the requirements when caring for historic structures
- Building Operations and Maintenance: Supervise maintenance, repairs, and renovations, ensuring all building systems (HVAC, solar, fire suppression, electrical, plumbing, alarm etc.) are in good working order.
- Grounds Maintenance: Manage landscaping, and other outdoor maintenance tasks.
- Safety and Security: Implement and maintain safety protocols, emergency procedures, ADA Access Requirements and security measures including updating and implementation of the Disaster Preparedness Plan. Ensure all incidents are addressed and documented, maintaining detailed records for insurance or legal purposes.
- Budget Management: Develop and manage MHC's facilities and garden budget, including tracking expenses and negotiating contracts. Prioritize projects and allocate resources effectively.
- Vendor Management: Oversee relationships with external contractors for specialized maintenance and construction projects.
- Compliance: Ensure that MHC complies with relevant building codes, accessibility standards, and other regulations.
- Team Leadership: Supervise and mentor facilities staff, fostering a collaborative and efficient work environment.

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- Collaboration: Work closely with other departments to support programs and events. Maintain relationships with local authorities, fire departments, and emergency management organizations.
- Historic Preservation: Manage preservation efforts and maintain the building's unique features.

Essential Skills and Experience:

- Facilities Management Experience: A minimum of 5 years of experience in facilities management, with progressive responsibility.
- Budget Management: Experience developing, managing, and tracking budgets.
- Project Management: Ability to plan, oversee, and complete capital projects.
- Staff Management: Experience supervising and mentoring a team of facilities staff.
- Communication Skills: Excellent verbal and written communication skills for interacting with staff, vendors, and visitors.
- Problem-Solving Skills: Ability to identify and resolve facility-related issues efficiently.
- Knowledge of Building Systems: Understanding of HVAC, solar, fire suppression, electrical, plumbing, alarm and other building systems.
- Historic Preservation Experience: Experience working with historic buildings and preservation techniques.

For more information, please contact Jessica Welch, Executive Director at jessica@manoaheritagecenter.org.