The Facilities Swing Shift Supervisor is a hands-on position at Plimoth Patuxet Museums (PPM) directly involved in daily operations of the Museum’s Facilities with a major emphasis on maintenance of the Museum’s grounds (parking lots, lawns, pathways, wooded areas, etc.). This individual supervises members of the Environmental Services team, and leads the team to achieve daily, weekly and monthly departmental goals and work plans. The hours are subject to change but currently the schedule is anticipated to be Wednesday through Sunday, 11:00am - 7:00pm from April through November, and 8:00am - 4:00pm December through March.

**Primary Responsibilities and Duties**

- Assist in oversight of the day-to-day operations of all Facilities department responsibilities, including event set-up and breakdown, maintenance, daily rounds, and ensure a smooth workflow while performing similar duties and tasks as a member of the team.
- Implements and oversees PPM sanitizing protocols and procedures.
- Monitor any facility emergencies, including equipment breakdowns, malfunctions and alarm calls; working closely with the Director of Facilities and Plymouth Fire Department to ensure proper maintenance and operation of the Museums fire alarm systems and fire protection systems.
- Create and maintain work assignments and publish schedules for all Environmental Services and Grounds team members.
- Maintain equipment; keep in good repair and ensure safety of tools and equipment.
- Working closely with the Director of Facilities, manage and supervise department staff, assigning daily work orders to the Environmental Services and Grounds Staff members.
- Perform maintenance throughout the Museum’s campus.
- Safely operate equipment with all necessary personal protective equipment.
- Responsible for timely removal of snow from pathways and parking lots throughout the campus in order to ensure safety and continuing operations.
- Working collaboratively with the Director of Facilities, plan, develop and prioritize projects; develop and implement work plans; ensuring that materials are ordered, and departmental projects are carried out according to schedule.
- At the request of the Director of Facilities, coordinate and monitor status of work orders, estimates, and outside contractors.
- Maintain current knowledge in the field of facilities management, maintenance, and security.
- Ensure safety by reporting faulty items requiring repair or maintenance.
- At the request of the Director of Facilities, represent the museum and/or the department on committees and perform related duties as assigned.
- Verify Environmental Services and Grounds staff timesheets for accuracy and compliance with museum policies and procedures.
- Maintain effective communication with vendors, contractors and local Town and government enforcement officials.
- Provide crowd control as required for special events.

**Qualifications: Skills, Training and Experience**

- Knowledge of and experience in grounds management.
- Knowledge of physical plant operation, maintenance and repair, planning, and scheduling.
- Minimum of five years of progressive experience and responsibility in a grounds management or maintenance field, two of which were holding a supervisory position directing a multifunctional maintenance staff.
- Knowledge and experience with state and local safety, fire, construction, and public access regulations experience a plus. Some experience developing cost estimates and budgets is helpful in this position as is some experience in some record keeping and report writing.
- Familiarity with federal, state, and local regulations and safety practices.
- **Preferred** – background in light carpentry, plumbing, and electrical.
- Ability to communicate effectively utilizing interpersonal skills to maintain effective relationships with staff, volunteers, vendors and guests.
- Ability to express oneself clearly and concisely in presenting ideas and concepts.
- General management and organizational skills necessary to administer a department.
- Flexibility and the ability to cope with quickly changing priorities is required.
- Good basic computer skills for email, excel or word documents, online timesheets.
- Must be physically and mentally fit to respond to emergency situations.

**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Safely perform heavy lifting/pushing/pulling of various equipment and materials. Safely operate hand and power equipment. While performing the duties of this job the employee is frequently required to stand, walk, crouch, kneel, climb or sit. Must be able to lift, carry and place various types of furniture in frequent use for functions. Ability to lift 50 lbs. Work is regularly performed in a combination of environments – mostly outdoors in various kinds of weather (hot, humid, cold, snowing, raining).

**Additional Requirements**
The position requires overnight on-call duty and the ability to work during holidays, and non-standard hours whenever the need arises.