

Job Posting

Submission ID: 1653828 - x5a43bfc0164707.11272556

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Position	Site Manager
Facility	Florida Aquarium Center for Conservation
Location	Apollo Beach, Florida
Job Summary	This position will be responsible for assisting the Director of CFC in managing CFC facilities, coordinating the safe operation of all life-support and mechanical systems, project management, grounds and landscaping maintenance, and coordinating with partners for tours and educational programs.
Essential Functions	<ul style="list-style-type: none"> • <input type="checkbox"/> Maintain the CFC campus at the highest standards for guests, partners, and staff • <input type="checkbox"/> Supervise the design, implementation, and monitoring of all back up power and alarm systems to be state of the art. • <input type="checkbox"/> Supervise and inspect all new installations and repairs • <input type="checkbox"/> Coordinate with contractors and Flaq D and E Department to complete facilities projects on time and on budget • <input type="checkbox"/> Monitor a workable, preventative and corrective maintenance program for all systems • <input type="checkbox"/> Review automation system designs, operations and procedures to ensure currency in all areas • <input type="checkbox"/> Coordinate day and night building operations for specimen health and proper operation of all systems • <input type="checkbox"/> Provide proper training to all staff on life support, water treatment, back up power and alarm systems • <input type="checkbox"/> Maintain all vehicles and machines in optimal condition and on a regular schedule • <input type="checkbox"/> Manage landscaping and maintenance contracts and coordinate with FWC on-site for the maintenance of the entire CFC • <input type="checkbox"/> Maintain inventory of supplies and equipment necessary for normal operations • <input type="checkbox"/> Deliver extraordinary customer service to all aquarium guests and internal customers
Other Duties and Responsibilities	<ul style="list-style-type: none"> • <input type="checkbox"/> Assist in project management of capital projects as assigned • <input type="checkbox"/> Serve as on-site safety officer • <input type="checkbox"/> Develop, write, and update facilities SOPs • <input type="checkbox"/> Ensure buildings meet H and S and AZA standards • <input type="checkbox"/> Assist with the development and management of CFC maintenance budget • <input type="checkbox"/> Boat/vehicle fleet management and maintenance
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • <input type="checkbox"/> Customer Service Orientation — Listening and understanding the customer (both internal and external) and anticipating and evaluating the customer's needs; making the customer's satisfaction a high priority in

	<p>all areas of responsibility.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Teamwork — Supporting, facilitating, and participating in activities that promote team effectiveness; demonstrating sensitivity for the feelings and needs of team members and supporting team goals. • <input type="checkbox"/> Planning and Organizing — Establishing a course of action with specific long-range goals for the aquarium; setting priorities among competing requirements and allocating resources in the most efficient and effective way; developing contingency plans that anticipate changes in the work environment. • <input type="checkbox"/> Follow-up — Institutes methods for monitoring people and projects • <input type="checkbox"/> Concern for Detail — Pays attention to every portion of any task, down to the smallest item • <input type="checkbox"/> Coordinating — Organizes and moves a group of individuals and/or activities toward a common goal • <input type="checkbox"/> Professional/Technical Knowledge— Remains current on developments in the field within and outside the organization; maintains proficiencies
Education & Experienced Required	<ul style="list-style-type: none"> • <input type="checkbox"/> High school diploma or GED equivalent
	<ul style="list-style-type: none"> • <input type="checkbox"/> 7 years' experience in facility maintenance or trade specific • <input type="checkbox"/> 3 years of experience in supervisory positions — demonstrated ability to delegate <p>Competencies</p>
Licenses and Certifications Required	
Physical Requirements	<ul style="list-style-type: none"> • <input type="checkbox"/> Sitting (1 hour per day) • <input type="checkbox"/> Bending/Stooping — Frequently • <input type="checkbox"/> Climbing ladders —Frequently • <input type="checkbox"/> Climbing heights (8') — Occasionally • <input type="checkbox"/> Carrying (up to 50 lbs.) — Occasionally • <input type="checkbox"/> Lifting (up to 80 lbs.) — Occasionally • <input type="checkbox"/> Typing on a computer keyboard • <input type="checkbox"/> Coping with demands (stresses that are associated with the job and/or the work environment) so that acceptable levels of performance and overall contribution are maintained • <input type="checkbox"/> Ability to travel (car) as needed — locally and/or nationally • <input type="checkbox"/> Flexibility in working weekends and evenings • <input type="checkbox"/> Flexibility in working holidays • <input type="checkbox"/> Available for on-call emergencies
Working Conditions	Ability to work in hot, humid Florida environment essential.
	In the process of building out the facility and staff, so flexibility with role required as we grow
Salary	Commensurate with experience
Respond To	HR@flaquarium.org

Closing date	02/28/2018
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