

## FACILITIES & SECURITY MANAGER

### New York

Responsible for managing building facilities and security for all of Phillips' New York locations, including responsible for cleanliness and integrity of the facility, overseeing property repairs, effectively and efficiently running systems and equipment, performance of maintenance tasks, supervising cleaning staff, scheduling and providing direction to service vendors, overseeing department budgets and responsible for managing premises security and workplace safety. Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

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### Duties and Responsibilities

- This position is responsible for all New York corporate locations including the Park Avenue gallery and office, and Long Island City warehouse.
- Set schedule and assign daily tasks for Operations staff; Hire, train, schedule, manage, track, and approve hours and time off requests.
- Oversee building, facility, and security vendors including contracts, COI, maintenance agreements as well as annual department budgets.
- Ownership of general maintenance and operation of building systems including HVAC, plumbing, electrical, fire suppression, lighting, building automation, elevator, escalators, and kitchen equipment.
  - o Monitor and inspect mechanical systems and immediately address functional and safety issues.
  - o Troubleshoot and perform actions necessary for operation, respond to BMS alerts and schedule emergency repairs.
  - o Schedule routine preventative maintenance and maintain record keeping.
  - o Retain updated building plans, equipment specs, and manuals.
- Implement 5S Methodology - Oversee integrity of the building entrances, common areas, loading docks, storage rooms and equipment spaces.
- Responsible for cleaning and janitorial services.
  - o Schedule, provide direction, monitor daily tasks of fulltime and contract porters, approve timesheets.
  - o Restock cleaning and porter supplies, maintain porter storage closets.
  - o Schedule window, metal and stone cleaning
  - o Oversee trash removal.
- Responsible other building maintenance services - pest control, snow removal, escalator, elevator, landscaping, fire extinguishers, graffiti removal.
- Office responsibilities include oversight of mailroom, office supplies, office and desk setups.
- Schedule and oversee contractors performing property repairs and coordinate building access, sprinkler, and fire alarm shutdowns, with building which often require after-hours work.
  - o Supervise contractors and vendors for repairs/maintenance needed.
  - o Responsible for property repair budget.
  - o Process Check Requests and track vendor payments.
- Responsible for premises security and oversight of all security procedures.
  - o Ownership of implementation of corporate security procedures.
  - o Maintain building security and safety systems including intruder alarm, fire alarm, CCTV, building access control; respond to all alarms 24/7.
  - o Plan, schedule and manage security guard coverage, manage security vendor, maintain visitor and logbooks, train new and temporary guards, respond to escalated events.
  - o Maintain locks and inventory of keys.

- o Plan, implement, and direct emergency procedures and evacuations.
    - Implement workplace safety policies and standards.
  - o Provide a workplace free from hazards and comply with standards, rules and regulations issued under the OSH Act. Examine workplace conditions to make sure they conform to applicable OSHA standards, including providing testing when necessary.
  - o Make sure employees have and use PPE, safe tools and equipment and properly maintain this equipment.
  - o Maintain logbook on any chemicals which may be used in the facilities including treatment of art and advise accordingly.
  - o Responsible for maintaining first aid stations, fire extinguishers and flood remediation equipment.
  - o Record any work incidents and report to management.
    - Administer lease requirements for all company properties.
    - Coordination with building management, landlord, DOB, FDNY; maintain permits and retain inspection documents.
    - Emergency response duties – position is considered “on call” for any site emergencies 24/7.
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### **Professional Skills and Experience**

- Minimum of four years of experience with facility maintenance and safety requirements.
  - Working knowledge of and experience with mechanical equipment and building management systems.
  - Knowledge of security procedures.
  - Proficient using a computer including MS Word and email.
  - Ability to document and maintain logs.
  - Experience working in an auction house, museum or retail environment preferred.
  - Ability to effectively manage people and teams.
  - Experienced in managing complex projects and meet deadlines.
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### **Education and Training**

- Bachelor’s degree or equivalent experience.
  - Understands basic building system design and operation, i.e., fire system, HVAC system, plumbing and electrical distribution system.
  - Able to read and interpret blueprints and schematics.
  - Certificate of Fitness for NYC Fire Guard will be required.
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### **Personal Attributes**

- Proactive with excellent organizational skills.
- Ability to deal effectively and efficiently with multiple tasks.
- Dependable, consistent, and punctual attendance, required.
- Flexibility to meet the demands of the business.
- Ability to supervise employees and conflict resolution.
- Detail oriented and well organized, with ability to plan projects, activities and schedule several months in advance.
- Ability to communicate effectively and professionally.

- Excellent communication and leadership skills.
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### **Working Conditions**

- Work is undertaken in our Park Avenue gallery and office, Long Island City warehouse.
  - Standard working hours are 9am-6pm, however ability to work early mornings, weekends, some nights and extended hours as needed.
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### **Additional Info**

- The salary range for this role is \$80,000-90,000
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Please submit your resume and cover letter to [Careersus@Phillips.com](mailto:Careersus@Phillips.com). Please use the subject header "Facilities & Security Manager". Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.