



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
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## POSITION ANNOUNCEMENT **ASTRONOMY DISCOVERY CENTER SITE/FACILITY MANAGER**

The Astronomy Discovery Center (ADC) is a 40,000 square foot science center currently under construction and scheduled to open in November 2024. The ADC Site/Facility Manager will be the on-site owner representative who will work with the ADC Project Manager to assure the successful completion of construction and fit-up for the ADC, and have the opportunity to transition to the ADC Facility Manager after opening. The ADC Site/Facility Manager will report to the Project Manager during construction and the Chief Operating Officer during operations.

We will consider candidates for the ADC Site/Facility Manager position at full time or part time, minimum of 25% FTE. Responsibilities are listed for a full-time position, and will be adjusted if the role is a part-time position.

### **RESPONSIBILITIES (Site Manager – during construction)**

- Attend Owner-Architect-Contractor meetings as an owner representative.
- Conduct frequent site inspections to verify construction requirements are met and ensure work quality is maintained.
- Be the on-site point of contact for, and provide coordination between the general contractor and any direct Lowell subcontractors or Lowell staff.
- Develop and maintain schedules, coordinated with the construction schedule, for on-site activities of Lowell direct subcontractors and Lowell staff.
- Manage and assist with installations of owner-managed contracts: e.g., theater technology, exhibits, and fixtures, furnishings & equipment (FF&E).
- Assist with test, verification, and commissioning of building systems.
- Depending on skills and experience, may be involved with installation and testing of technical subsystems such as building automation and audio-visual systems.
- Assist with organization of documentation and schedules for equipment maintenance.
- Other duties as assigned.

### **RESPONSIBILITIES (Facility Manager – after opening)**

- Maintain and help troubleshoot equipment within the facility (e.g., exhibits, building systems, theater technology, A/V). Coordinate with the contractor for warranty repairs or other services as needed for non-warranty repairs .
- Manage operational services contracts (janitorial, access control, security, etc)
- Maintain periodic maintenance schedules and activities.
- Identify and manage facility improvements and upgrades.
- Work closely with the grounds and facility maintenance group to coordinate landscaping and snow removal.
- Assist with planning and coordination of special events.

## REQUIREMENTS/QUALIFICATIONS

- Must be able to read and understand construction drawings and work orders.
- Familiarity with good construction practices and building codes is a plus.
- Good organizational and communication skills.
- Ability to write technical reports and manuals.

## EDUCATION/EXPERIENCE

- Bachelor’s degree or equivalent experience in Construction Management, Civil Engineering, or related field.
- Certification in Project Management preferred.
- Experience working in an OSHA-compliant environment preferred.
- Proficiency in working with computers, and software such as email, MS Office suite including MS Project.
- Proficiency in working with database software will be considered a plus.

## WORKING CONDITIONS

- Considerable physical activity at high altitude (7200 feet), requires walking on uneven ground, climbing flights of stairs and ladders.
- Work involves frequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Some exposure to hazards or physical risk requires adherence to safety precautions.
- **No Smoking campus** – due to the historic nature of our site all Lowell Observatory grounds and facilities are smoke-free, at all times.

**Status** Part Time (10 -29hours/week) to Full Time (30-40 hours/week) considered  
**Hours:** Morning availability required, weekend work may be required  
**Benefit Eligible:** Part time - Limited Part time benefits\*  
Full Time - Full Benefits\*  
**FLSA Classification:** Part time - Non-Exempt, Hourly  
Full Time - Exempt, Salary  
**Location:** Flagstaff, Lowell Observatory's Mars Hill Campus

**To Apply:**

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu) or drop them off at the Lowell Observatory Visitor Center at 1400 W Mars Hill Road, Flagstaff, AZ

- Lowell Standard Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three references

**The first review of applications will begin on October 2<sup>nd</sup> 2023. The position is open until filled.**

**\*Benefits Overview:**

Full Time - In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. Paid time off also includes paid Parental and FMLA leaves. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. A portion of dependent medical insurance is paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

Part Time: Part Time employees will receive sick time accrual according to AZ state law. After 6 months of employment, part time employees are eligible to participate in a 5% match if they contribute 5% or more to their retirement plan, as well as 2 paid personal days per year.

**Employment is subject to passing a background check**

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

**VERSION** September 2023/HR