

- JOB TITLE:** Workplace Services Supervisor
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- COMPENSATION:** \$52,720 annual minimum
- STATUS & HOURS:** Full-time, regular (approximately 2,080 annual hours) position.
- BENEFITS:** Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.
- DESIGNATION:** Supervisory
- POSTING DATE:** October 9, 2024
- DEADLINE DATE:** November 6, 2024
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.
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DESCRIPTION: This position exists to directly support facilities management and operations of the Minnesota History Center building and grounds on the State of Minnesota Capitol Complex in downtown St. Paul. The Workplace Services Supervisor is responsible for creating and maintaining optimal work spaces for staff, volunteers, and interns, focusing on safety and accessibility. The Workplace Services Supervisor will also oversee some of the daily operations of facilities and may assist in assessing workspace needs at other MNHS sites.

SUMMARY OF WORK: 1) Provide direct supervision to staff; 2) Manage all workspace move, add, and change (MAC) activities in staff occupied spaces, collaborative rooms, and other common areas; and 3) Successfully deliver projects varying in size and scope, while mitigating staff and visitor disruption, and maintaining a safe and secure environment.

MINIMUM QUALIFICATIONS:

- Successful completion of a two year post-secondary program or higher.
- Four years of professional experience working in commercial furniture, planning, architecture, facilities management, interior design, property management, or related industry.
- Ability to perform manual tasks such as furniture assembly, measuring, drawing, handwriting, and searching through plans and documents. Work may include reaching with hands and arms; climbing or balancing; turning, twisting, or bending at the waist; stooping, kneeling, crouching, or crawling; tasting or smelling.
- Required to lift and carry objects weighing up to 50 pounds.
- Valid driver's license and willingness to travel.

DEMONSTRATED SKILLS IN:

- Creating 2D drawings of office furniture systems using CAD software applications (or

equivalent).

- Maintaining floor plans and reporting on space utilization using a computer-aided facilities management (CAFM) system.
- Commercial furniture selection for office and public settings.
- Reading construction documents, building plans, and blueprints.
- Conducting in person ergonomic assessments in an office setting.
- Assembly, installation, demolition, and inventory management of office furniture systems.
- Creating a variety of effective work products in GSuite applications (Gmail, Calendar, Drive, Sheets, Sites).
- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships with a diverse group of users including museum visitors, vendors and contractors, and staff and volunteers.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment. .

KNOWLEDGE OF:

- Space planning and management, furniture systems, ergonomic equipment, and commercial office furniture.
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes, including Americans with Disabilities Act (ADA).

DESIRED QUALIFICATIONS:

- Experience working in a large and complex campus setting and/or in a museum, library, or educational environment.
- Professional experience providing ergonomic assessments and/or managing an office ergonomics program.
- Knowledge of industry trends and standards, particularly in a post-pandemic workplace (IFMA, BOMA, ASID, WELL Building, BIFMA, IEA, HFES, etc.)
- Human Factors and Ergonomics.
- Project management experience.
- Familiarity with the Space Planning and Management, Move Management, and Workplace Services modules in ARCHIBUS, a computer-aided facilities management system (CAFM)
- Certificate program or industry credentialed certification in Facilities Management (or equivalent).

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.