

# *Historic* **GENEVA**

## **Job Description Facilities Manager**

The Facilities Manager is a key member of a team that collaborates in the effective operation of Historic Geneva. Reporting to the Executive Director, he/she is responsible for the day-to-day maintenance and upkeep of the Geneva History Museum, Johnston House, and Rose Hill Mansion and accompanying grounds. The position requires basic knowledge of historic preservation standards and experience with the management of physical property. The position is part-time (up to 30 hours a week) and the salary is \$20 per hour. Benefits include paid time off (vacation, sick leave, and holidays), and contributions to retirement plan.

### **SPECIFIC RESPONSIBILITIES**

#### **I. Building Maintenance**

- Regularly examine the status of Historic Geneva's buildings and grounds to be aware of conditions and what work needs to be done.
- Maintain a schedule, in priority order, of maintenance related tasks to be accomplished.
- When possible, use knowledge to make necessary, routine repairs.
- Manage facility-related projects by preparing scopes of work, locating, and receiving bids (or negotiating work).
- Oversee the work of independent contractors with regards to construction, repair, and maintenance projects
- Arrange for routine services (including but not limited to pest control and lawn care) aware of technical and environmental concerns for safety of the staff, visitors, and collections.
- Manage and review service contracts.
- Integrate in-house and contractual work to ensure minimum interference with operations.
- Communicate with all staff on projects and repairs.

#### **II. Administration**

- Regularly update the Executive Director on the condition of buildings and status of projects.
- With the Executive Director prepare and implement an annual maintenance and capital projects budget for Historic Geneva's properties.
- Build and maintain relationships with contractors and vendors.
- Maintain a list of vendors and contractors.
- Serve as the primary contact with vendors and contractors.

#### **III. Other**

- Serve as a member of the Property Committee.

- Supervise and plan for maintenance operations during snow and other special conditions.
- Assist staff and board with the planning and coordination of events.
- Assist with projects and activities as requested by the Executive Director.

**Skills and Experience**

- Minimum two years' experience with property management
- Awareness of the need to maintain buildings and grounds in such a way as to maintain historical integrity of a site, while at the same time prolonging the life of the facility. This includes (but not limited to) a working knowledge of the methods and practices of mechanical, electrical, plumbing, carpentry, painting and security tasks, and basic skills in carpentry, plumbing, painting, and electrical matters.
- Experience working at a museum, historic site, or comparable setting preferred
- Experience in supervising outside contractors and consultants.
- Physical strength, stamina, and coordination to perform a wide variety of job tasks.
- A self-starter and team player who is motivated and able to manage time effectively.
- A friendly, polite, and service oriented demeanor for professional interactions with the museum visitors.
- Basic computer skills (Microsoft applications)