

GENEVA HISTORICAL SOCIETY

Job Description for Facilities Manager

The Facilities Manager is a key member of a team that collaborates in the effective operation of the Geneva Historical Society. He/she reports to the Executive Director and is responsible for the maintenance and repair of the Historical Society's properties. 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).

SPECIFIC RESPONSIBILITIES

I. Building Maintenance

- Regularly examines the status of the Historical Society buildings so as to be aware of conditions of the buildings and what work needs to be done.
- Maintains a schedule, in priority order of maintenance related tasks to be accomplished.
- Integrates in-house and contractual work to insure minimum interference with museum operations.
- Manages construction projects by preparing scopes of work, locating and receiving bids (or negotiating work) and overseeing the work of independent contractors with regards to construction, repair, and maintenance of all facilities.
- When possible uses his/her knowledge to make necessary, minor repairs.
- Oversees the routine janitorial functions.
- Consults with the Curator of Collections regarding the cleaning and maintenance of areas where collections are displayed or housed.
- Arranges for pest control services, being aware of technical/environmental concerns for safety of the staff and collections.

II. Administration

- Regularly updates the Executive Director on the condition of buildings and status of projects.
- Supervises all maintenance employees.
- Prepares and implements an annual maintenance and capital projects budget for Historical Society's properties.
- Maintains a list of vendors of supplies and services and is the primary contact with those vendors.

III. Other

- Serves as a member of the Property Committee.
- Supervises and plans for maintenance operations during snow and other special conditions.
- Assists staff and board committees with the planning and coordination of events.
- Performs other duties as assigned.

Skills and Experience

- Awareness of the need to maintain buildings 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.