



Delaware

HISTORICAL SOCIETY

Position Announcement

Title:	Director of Buildings and Grounds
Organization:	Delaware Historical Society 505 N. Market Street, Wilmington, Delaware 19801
Status:	Full-time, with benefits
Salary:	Beginning low- to mid- \$60s commensurate with experience
Supervisor:	Executive Director
Supervises:	Facilities Associate, part-time janitorial assistant. Works closely with chief curator, curator of museum objects, the director of Read House, and volunteers.

The Delaware Historical Society is comprised of eight historic buildings in Wilmington and New Castle: a 1930 bank that serves at the library and archives; four colonial-era buildings that have been removed and placed in Willington Square adjacent to the library; 1798 Old Town Hall that stands across the street from the library and is connected to the Delaware History Museum, located in a former Woolworths; and the National Historic Landmark 1804 George Read House and Gardens in New Castle. The collections of the DHS number nearly 2.5 million documents and records, thousands of three-dimensional artifacts that comprise five centuries of Delaware history, and the eight adapted structures owned and managed by the DHS.

Position Description:

The director of buildings and grounds will serve as the chief preservation officer of the Delaware Historical Society and manage the preservation and cyclical maintenance of the buildings and landscape of the Delaware Historical Society. Manage and direct day-to-day maintenance of the buildings, grounds, facilities, equipment and machinery including HVAC, security and overall site appearance within the confines of an annual budget. Supervise and coordinate the work of employees responsible for the repair and maintenance of the buildings, grounds, facilities, equipment, and machinery. Manage contracted restoration and preservation projects on site. Serve as part of the senior management team and work with the Buildings and Grounds and Collections committees of the Board of Trustees.

Responsibilities

Buildings Preservation and Maintenance

- Oversee and perform cyclical maintenance of historic structures according to the highest professional standards and best practices of historic preservation and restoration maintenance, aligned with the Secretary of the Interior Standards and National Trust for Historic Preservation criteria. Ensure staff and contractors adhere to these standards.

Continued

Facilities Management

- Ensure maintenance of all electronic security systems to include code alerts, employee door access, etc.
- Oversee maintenance of all building systems and HVAC equipment.
- Oversee maintenance and operation of mechanical equipment including but not limited to trucks, tractors, mowers, and snow blowers; control inventory of supplies and equipment for site maintenance and preservation
- Ensure that direct reports complete appropriate training in fire safety, disaster preparedness, hazardous communication, and safety as established by OSHA.

Landscape Preservation and Maintenance

- Ensure landscape is preserved, restored, maintained, and managed according to the highest professional standards and best practices of cultural landscape stewardship.

Administrative and Management

- Assign or delegate work to direct/indirect reports; monitor and report on progress; and coach and evaluate performance of assigned staff.
- Contribute to annual long-range budgeting and planning efforts, as part of the senior leadership of the organization, gathering cost and project estimates for major capital expenses and ongoing operations of the Buildings and Grounds team.
- Manage departmental budget and make responsible decisions regarding spending where authorized. Track actual expenditures for assigned projects, operations, or accounts and reconcile with budgeted amounts.
- Initiate and/or supervise purchase of supplies and equipment.
- Arrange for and manage appropriate third-party contractor support as needed; ensure services are properly supervised and completed; and review/approve billing.

Operational Support

- Facilitate safe and pleasant use of the site by visitors, audiences, and other users in close coordination with the Advancement Team. Interact with all visitors, constituents, and stakeholders in a professional, courteous manner

Position Requirements:

Education, Licenses/Certifications and Work Experience

Education: University degree(s), master's preferred, and/or course work in conservation, historic preservation, and/or HVAC systems.

Work Experience: Previous experience with museum conservation, historic preservation, equipment maintenance, building planning and HVAC systems required. Previous professional experience in working with the public and volunteers in the non-profit sector is desirable. Previous personnel management preferred.

Vehicle/Driving License: Must possess and maintain a valid driver's license throughout the course of employment.

Skills, Knowledge and Abilities Required

- Proficient in and sensitive to preservation standards and best practices for historic structures and cultural landscapes.
- Demonstrated personnel management skills.
- Demonstrated project management skills.
- Strong ability to communicate orally and in writing.
- Demonstrated ability to utilize computer word processing, project management, and spreadsheet applications.
- Exhibit strong judgment and decision making skills. Ability to manage multiple complicated priorities and tasks.
- Ability to interface with mechanical/construction contractors, vendors, and suppliers.
- Ability to note deviations from financial plan (budget), determine causes and provide recommendations on needed action plans.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through.
- Ability to seek out new methods and be willing to incorporate them into existing practices.
- Knowledgeable in building codes and safety regulations.
- Knowledgeable in all facets of building and facilities maintenance.
- Knowledge of machines and tools, including designs, uses, repair, and maintenance.
- Ability to operate a lawn mower, tractor, chain saws, snow blower, and weed eaters.
- Ability to perform very basic math skills including adding and subtracting, multiplying and dividing, and weight and distance measurement.

Please send
Cover Letter, resume, three references:
Rachael Mead, Executive Assistant, at rmead@dehistory.org.
No telephone calls.

Position closes when appropriate candidate is hired.

The Delaware Historical Society is an equal opportunity employer.
See dehistory.org for more information about the Delaware Historical Society.