

**JOB TITLE:** Director of Buildings and Grounds  
**CLASSIFICATION:** Exempt

**DATE:** July 2022  
**DHS: BG-220114**

**The Delaware Historical Society (DHS)** inhabits nine historic buildings and several acres of landscaped grounds in Wilmington and New Castle: a 1930 bank that serves as the research library and archives and its Annex; four colonial-era buildings that have been removed and placed in Willingtown Square, a courtyard 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 Woolworth's; and the National Historic Landmark 1804 George Read II House & Gardens in New Castle, which includes 2.5 acres of historic gardens and Delaware River shoreline. The collections of the DHS number over 3 million documents and records, thousands of three-dimensional artifacts that comprise five centuries of Delaware history, and the nine adapted structures owned and managed by the DHS.

**Job Summary:** The Director of Buildings and Grounds will serve as managing steward of the landscapes and buildings of the Delaware Historical Society. This includes coordinating and directing 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. Duties include supervising and coordinating the work of employees or third-party contractors responsible for the repair and maintenance of the buildings, grounds, facilities, equipment, and machinery and managing contracted restoration and preservation projects onsite. The Director of Buildings and Grounds serves as part of the senior management team, works with the Buildings and Grounds and Collections committees of the Board of Trustees, and reports directly to the Executive Director of the DHS.

**REPORTING RELATIONSHIPS:**

**Reports To:** Executive Director

**Supervises** custodial staff and works closely with chief curator, curator of museum objects, the director of the Read House & Gardens, and volunteers.

**ESSENTIAL DUTIES/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 Register of Historic Places criteria. Ensure staff and contractors adhere to these standards.

**Facilities Management**

- Ensure maintenance of all electronic security systems to include code alerts, employee door access, etc.
- Oversee maintenance and regulation of all building systems and HVAC equipment.
- Control inventory of supplies and equipment for site maintenance and preservation.
- Coordinate routine equipment and safety inspections with the relevant vendors and authorities.
- Ensure that direct reports complete appropriate training in fire safety, disaster preparedness, hazardous communication, and safety as established by OSHA, and coordinate safety training for other DHS staff members where warranted.
- Work with appropriate staff to ensure that organization-wide disaster preparedness and emergency response plan is reviewed and updated regularly.
- Serve as owner's representative with contractors

**Landscape Preservation and Maintenance**

- Ensure landscapes are preserved, restored, maintained, and managed according to the highest professional standards and best practices of cultural landscape stewardship.
- Coordinate snow removal and routine maintenance of lawns and hardscape

**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; establish and manage service contracts with contractors and vendors; ensure services are properly supervised and completed; and review/approve billing.

### **Operational Support**

- Facilitate safe and pleasant use of DHS campuses by visitors, audiences, and other users in close coordination with advancement and visitor services staff. Interact with all visitors, constituents, and stakeholders in a professional, courteous manner.
- Oversee custodial support for facilities needs related to public programming on both campuses.

### **JOB REQUIREMENTS:**

**Education:** University degree preferred and/or course work in conservation, historic preservation, and/or HVAC systems.

**Work Experience:** Previous experience with 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 experience in historic preservation a plus.

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

#### **Skills, Knowledge, and Abilities Required**

- Demonstrated project management skills.
- Exhibit strong judgment and decision-making skills. Ability to manage multiple complicated priorities and tasks.
- Ability to work with and coordinate mechanical/construction contractors, vendors, and suppliers.
- Ability to inventory facilities and assets to formulate planned replacement and maintenance schedules.
- 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.
- Strong ability to communicate orally and in writing.
- Demonstrated ability to utilize computer word processing, project management, and spreadsheet applications.
- Knowledgeable in building codes and safety regulations.
- Knowledgeable in all facets of building and facilities maintenance.
- Knowledge of preservation standards and best practices for historic structures and cultural landscapes a plus.
- Demonstrated personnel management skills.

**Salary:** This is a full-time position with health and IRA benefits; salary range mid- \$70,000 to mid-\$80,000, depending on experience.

**Contact:** Please send resume, including 3 references, and letter to Delaware Historical Society, care of posting **BG-220114** to [careers@dehistory.org](mailto:careers@dehistory.org) (No phone calls please.)