

DHS Maintenance Job Description

JOB TITLE: Maintenance Worker/Technician

Date: August 1, 2022

CLASSIFICATION:

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 Maintenance Worker/Technician will perform upkeep tasks such as repairs and maintenance and will apply basic fixes to equipment and building systems and ensure facilities are tidy and functional. This includes day-to-day maintenance of the buildings, grounds, facilities, equipment and machinery including HVAC, security and overall site appearance. Duties include coordinating the work of third-party contractors responsible for the repair and maintenance of the buildings, grounds, facilities, equipment, and machinery. Perform facility inspections to ensure control panels function and the facility meets safety and code requirements. Prepare rooms for meetings and public events.

REPORTING RELATIONSHIPS: Works under the direct supervision of the Director of Building and Grounds, 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. Complete appropriate training in fire safety, disaster preparedness, hazardous communication, and safety as established by OSHA.

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: Provide administrative and management support to the Director of Buildings and Grounds.

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:

- Proven experience in maintenance.
- Basic knowledge of HVAC, plumbing, and electrical systems.
- Experience using hand and electrical tools.
- Ability to read technical manuals and drawings.
- Very good communication and interpersonal skills.
- Physical dexterity and stamina.
- High school graduate or equivalent preferred.
- Must possess and maintain a valid driver's license throughout the course of employment.

Salary: This is a full-time position with health and IRA benefits; salary range beginning \$48,000 to \$52,000, depending on technical skills.

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