

## Position Description

Position Title:	Director of Buildings & Grounds	Date:	May 2026
Reports To:	Executive Director	FLSA Status:	Exempt
Department:	Buildings, Grounds & Technology	Position Status (FT/PT)	Full-time

### Job Summary

Reporting directly to the Executive Director, 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 and works with the Buildings and Grounds and Collections committees of the Board of Trustees.

### Essential Functions and Responsibilities

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs. The successful candidate must:

- **Buildings Preservation and Maintenance**
  - Oversees and performs 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.
  - Ensures staff and contractors adhere to these standards.
- **Facilities Management**
  - Ensures maintenance of all electronic security systems to include code alerts, employee door access, etc.
  - Oversees maintenance and regulation of all building systems and HVAC equipment.
  - Controls inventory of supplies and equipment for site maintenance and preservation.
  - Coordinates routine equipment and safety inspections with the relevant vendors and authorities.
  - Confirms that direct reports complete appropriate training in fire safety, disaster preparedness, hazardous communication, and safety as established by OSHA, and coordinates safety training for other DHS staff members where warranted.
  - Works with appropriate staff to ensure that organization-wide disaster preparedness and emergency response plan is reviewed and updated regularly.
  - Serves as owner's representative with contractors.
- **Landscape Preservation and Maintenance**
  - Makes certain landscapes are preserved, restored, maintained, and managed according to the highest professional standards and best practices of cultural landscape stewardship.
  - Coordinates snow removal and routine maintenance of lawns and hardscape
- **Administrative and Management**
  - Assigns or delegates work to direct/indirect reports; monitors and reports on progress; and coaches and evaluates performance of assigned staff

- Contributes to annual long-range budgeting and planning efforts, as part of the senior leadership of the organization.
- Gathers cost and project estimates for major capital expenses and ongoing operations of the Buildings and Grounds team.
- Manages departmental budget and make responsible decisions regarding spending where authorized. Tracks actual expenditures for assigned projects, operations, or accounts and reconcile with budgeted amounts.
- Initiates and/or supervises purchases of supplies and equipment.
- Arranges and manages appropriate third-party contractor support as needed; establishes and manages service contracts with contractors and vendors; ensures services are properly supervised and completed; and reviews/approves billing.
- **Operational Support**
  - Facilitates safe and pleasant use of DHS campuses by visitors, audiences, and other users in close coordination with advancement and visitor services staff. Interacts with all visitors, constituents, and stakeholders in a professional, courteous manner.
  - Oversees custodial support for facilities needs related to public programming on both campuses.

**Supervisory Responsibilities:** *Custodial staff*

**Qualifications:**

***Education and Experience 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.

***Knowledge, Skills and Abilities.***

- Demonstrated project management skills.
- Exhibits 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.
- Knowledge of inventory 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.
- 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.

**Work Environment:**

- Standard hours of work and days are Monday through Friday, 9:00 a.m.to 5:00 p.m.
- Work schedule flexibility required, occasional evenings or weekends required.

**Physical Demands:**

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a copy machine and computer printer.

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. The Delaware Historical Society has the right to revise this position description at any time. The Delaware Historical Society is an “at will” employer and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and the Delaware Historical Society.

By signing below, I acknowledge receipt of a copy of the job description and understand the scope of my responsibilities.

Employee’s Signature	Date:
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