



Job Description

Title:	Property Manager
Supervisor:	Executive Director
Hours:	8 to 12 hours per week Part-time regular position
Pay:	\$16.00-\$18.00 per hour

Description of Duties:

The Property Manager maintains the property, maintenance, and physical condition of the museum buildings and grounds, including the historic Claflin-Gerrish-Richards House, which is located on the National Register of Historic Places. Specific responsibilities and duties include, but may not be limited to, the following:

- Development of the museum's capital and maintenance budget in conjunction with the Executive Director and Finance Committee.
- Develop a capital maintenance and improvements plan with in conjunction with the Executive Director and Finance Committee.
- Schedule, facilitate, and oversee and manage building services provided by outside vendors, such as janitorial services, alarm maintenance services, fire extinguisher inspection services, elevator inspection, HVAC provider, septic service providers, electricians, plumbers, and the like.
- Develop a system for maintenance and repair requests to be submitted by staff.
- Obtain cost estimates and quotes for larger projects to be performed in museum galleries and/or the historic house for appropriate vendors for grant applications, internally funded projects, and fundraising campaigns.
- Oversee preparation for and successful completion of the museum's annual fire inspection in November of each year.
- Work in collaboration with the Collections Manager on maintaining the museum's Disaster Plan. Closely monitor building conditions and incoming weather events that may jeopardize collections or cause flooding in flood-prone areas of the facility.

- Assist curatorial staff with installations and fabrications for exhibits as may be required. Work with Exhibits Curator to maintain exhibits storage room and workroom in broom clean, neatly organized condition.
- Maintain table saw and large power tools used by curatorial and maintenance staff in good working order and establish protocols for safe operation of equipment.
- As funding permits, oversee and manage a Facilities Assistant (currently budgeted at 50 hours per year) to support day-to-day facilities management.
- Maintain close communications with Visitor Services staff about schedule of events and programs in Burnham Hall and other areas of the museum and necessary cleaning, set-up and break-down.
- Monitor custodial supplies and re-order as needed.
- Perform minor maintenance and repair tasks as necessary including but not limited to painting, carpentry, and installation of storm windows and screens.
- Handle day-to-day facilities management, which is included but not limited to:
 - Maintaining walkways, including snow and ice removal, weeding and edging.
 - Mow, rake, clip and clean-up lawn as needed. Lime and fertilize as directed.
 - Trim bushes and shrubbery
 - Acquire and plant seasonally appropriate plantings in exterior planting tub
 - Maintain and weed herb garden located outside of CGR House
 - Exterior fall and spring clean-up, including leaf removal
 - Install exterior lights and holiday decorations for holiday season
 - Set-up and break-down Burnham Hall and other areas of the museum as required with tables, chairs, audio-visual equipment and any other requested materials.
 - Remove trash and recycling from building and grounds and place in dumpster.

Qualifications:

Prior experience in an operational or managerial role required, with a minimum of 5+ years experience in carpentry, maintenance, repair and landscape work. Attention to detail, craftsmanship, and fastidious work required, as is a can-do attitude and a willingness to take initiative and ownership of projects to completion.

Heavy lifting and hauling required. Flexible schedule with availability to work before and after working hours and some weekends. Must have driver's license and reliable vehicle. Ability to work under pressure and on deadline a necessity. Living close by the museum a plus.