



THE AMERICAN CIVIL WAR MUSEUM

Mission: The American Civil War Museum explores, inspires, and promotes the public's understanding of the Civil War – its causes, courses, and consequences.

Position Title: Facilities Manager

Reports to: Director of Finance

FLSA Status: Exempt

Job Type: Full-Time

Summary:

The Facility Manager performs regular maintenance and repair of historic structures and the exterior of the site and the associated systems. The Facility Manager performs initial diagnostics, service, and repair for the campus and ensures the smooth daily operation of the campus facilities while maintaining a safe environment for visitors and staff. The Facilities Manager will supervise facility contractors and interface with other employees to coordinate projects, work carefully in a museum environment and perform a variety of tasks both collaboratively and individually. They must be self-motivated and be able to schedule and complete numerous tasks with a minimum of oversight. This position requires an attention to detail as well as physical demands.

This is a full-time position and is expected to be on-call in the event of emergencies. Early mornings to meet with vendors as well as weekend and evening work to support events and tend to systems emergencies are expected.

Duties and Responsibilities:

- Develops and adheres to a site-wide Facility Assessment for the long-term care and management of the property. Maintains a prioritized list of maintenance needs and follows to a maintenance schedule. Maintains detailed files on projects involving construction, replacement, systems, and fixtures.
- Recruits, hires, trains, and schedules the organization's housekeeping staff.
- Conducts site surveys of all structures quarterly, noting improvements as well as defects and maintenance requirements.
- Responsible for the oversight and maintenance of the structures, systems, and grounds.
- Performs routine maintenance, schedules contractual preventative maintenance and repair as necessary, and supervises contractors and vendors in a manner sensitive to the role and significance of an historic site.
- Serves as first responder for all issues that pertain to the physical well-being of the campus.
- Adheres to recognized building codes and museum standards.
- Working with the Director of Finance and Capital Projects Committee, plans, prepares, and administers departmental annual and capital budget.
- Working with the Director of Events & Director of Development, sets up for lectures, events, classes, exhibition openings, meetings, and other events in the buildings and on the grounds.
- Compiles information necessary to ensure all site-specific documentation and reports are completed accurately and on time, including (and as applicable): Property Information Book, Site Operating Manual, Emergency Procedures Manual, IIPP Manual, Local Code Compliance Log, ADA Compliance Log, OSHA Log, Safety Meeting Log, Elevator Logs, Janitorial Log, Vendor Certificates of Insurance, As-built Drawings, and other reports and documentation as required.



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HVAC

- Monitors, maintains, and sets environmental controls to adhere to required Museum specifications.

Safety/Security/Fire Service

- Serves as contact for security and fire emergency calls.
- Point of contact for all alarm companies for service calls. (This includes elevator and fire extinguisher service.)
- Custodian of locks, keys, and security system.
- Heads the Museum's Safety Committee
- Primary liaison to the locality's Police, Fire, and EMS Organizations
- Working with the Director of Finance, ensure proper protocols are in place for emergencies
- Organizes periodic simulation drills for the museum.

Cleaning and Pest Management Services

- Supervises routine cleaning of all public spaces, collections areas as determined by Curatorial department, and staff areas.
- Supervises cleaning of the exteriors of the structures to include windows.
- Obtains all necessary cleaning and maintenance equipment and supplies.
- Inventories, purchases, and stocks all supplies for kitchens and restrooms.
- Develops and maintains an integrated pest management system.

Communications & AudioVisual

- Works with telecommunications companies to maintain consistent service.
- Reports outages and requesting assistance from IT point of contact.
- Troubleshoots AV issues, conducts or facilitates repairs with vendor.

Disaster preparedness

- Maintains the emergency and disaster response and preparedness plans in conjunction with the Curatorial department.
- Files incident reports.
- In the case of a disaster, works with insurance representative during the repair and response process.

Requirements: Two to five years Facilities Management experience. Experience with museums and/or historic buildings maintenance is desirable.

- Possess a good working knowledge of all systems on the site to include HVAC, Security, Fire, Electrical, Plumbing, Grounds Keeping, House Keeping/ Janitorial, and Exterior and Interior Maintenance of the structures.
- Possess electrical, plumbing, and carpentry skills to be able to perform basic small-scale maintenance and repairs.
- Ability to work a very flexible schedule that will include nights, weekend and holidays including on call availability when required.
- Other duties as assigned.



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Knowledge, skills, and abilities necessary:

- Planning – Must have ability to use current data to project future trends and directions, and to use abstract ideas to formulate and implement concrete objectives.
- Financial – Must understand budgeting, and allocation of resources.
- Mechanical – Must have an understanding of all mechanical and structural systems relating to the buildings, grounds, and equipment.
- Contractual – Must be able to work with contractors and vendors and possess knowledge of business practices in the museum profession.
- Excellent communication skills (verbal and written)
- Attention to detail
- Ability to work a very flexible schedule that will include some nights, weekend and holidays, including on call availability when required.

To apply, send a current resume, cover letter, and writing sample to David Flood at dflood@acwm.org

Equal Employment Opportunity (EEO): The American Civil War Museum provides equal opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation benefits, transfer, and social and recreational programs. Finally, we prohibit the harassment of any individual.