



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, course, and consequences.

Position

Title: Director of Facilities

Job Type: Full-Time Exempt

Supervises: Facilities Associates (2)

Reports to: Chief Executive Officer

Salary: Commensurate with Experience

Summary: The Director of Facilities performs initial diagnostics, service, and repair of systems and ensures the smooth daily operation of the facilities while maintaining a safe environment for visitors and staff. The Director of Facilities performs regular maintenance and repair of historic structures and associated systems. The Director of Facilities supervises facility contractors and works with other employees to coordinate projects, works carefully in a museum environment and performs a variety of tasks both collaboratively and individually. The Director of Facilities must be self-motivated and must 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 position is also expected to be on-call in the event of emergencies, meet with contractors outside of business hours as well as work occasional weekends and evenings.

The American Civil War Museum is committed to presenting the history of the American Civil War in an accurate and engaging manner. We are dedicated to working together as a team to support our mission and our employees as we strive to foster a workplace of cooperation, learning, integrity, and respect.

The American Civil War Museum offers an excellent benefits package and generous personal time off.

Responsibilities & Duties

- 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 a maintenance schedule. Maintains detailed files on projects involving construction, replacement, systems, and fixtures.
- Recruits, hires, trains, and schedules the organization's housekeeping & facilities staff.
- Conducts site surveys or building assessments 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 repairs as necessary, and supervises contractors and vendors in a manner sensitive to the role and significance of an historic site.
- Serves as a first responder for all issues that pertain to the physical well-being of the campus.
- Adheres to recognized OSHA standards for buildings & safety codes and museum standards per the American Alliance of Museums.
- Working with the Chief Financial Officer and the Capital Projects Committee, the Director plans, prepares, and administers both the annual departmental budget and the capital budget.
- Works with Housekeeping and Facilities staff to set up for events, exhibition openings, and meetings in Museum buildings.
- Performs maintenance checks of building systems.



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- Performs minor plumbing, electrical, and carpentry repairs.
- 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 (including fire safety), IIPP Manual, a Fall Protection Plan, 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.

HVAC

- Maintains and monitors environmental controls to adhere to required Museum specifications.

Safety/Security/Fire Service

- Serves as a contact for security and fire emergency calls.
- Point of contact for fire and security system inspection and preventative maintenance service calls. (This includes elevator and fire extinguisher service.)
- Custodian of locks, keys, and security systems.
- Chairs the Museum's Safety Committee and works with the Committee to ensure proper protocols are in place for emergencies as part of the Museum's emergency preparedness
- Primary liaison to the locality's Police, Fire, and EMS Organizations
- With the assistance of the Museum's Safety Committee, organizes periodic simulation drills for the museum.

Cleaning and Pest Management Services

- Supervises routine cleaning of all public spaces and staff areas.
- Supervises cleaning of the exteriors of the structures to include windows.
- Purchases all necessary cleaning and maintenance equipment and supplies.
- Works with pest control specialists to develop and maintain an integrated pest management system.

Communications & Audiovisual

- Works with telecommunications companies to maintain consistent service.
- Reports outages of telecommunications and internet services.
- Troubleshoots audiovisual issues, conducts or facilitates repairs with vendors.

Disaster preparedness

- Works with the Museum's Safety Committee to maintain emergency and disaster response and preparedness plans.
- Works with Human Resources to maintain incident report records.
- In the case of a disaster, works with insurance representative during the repair and response process.

Education & Experience

Minimum of 5 years of facility management experience, with 8+ years of facility management preferred. Experience with museums and/or historic buildings maintenance is desirable. Certified Facilities Manager or similar experience is preferred.

Skills and Abilities

- Possess a good working knowledge of all systems to include HVAC, security, fire, electrical, plumbing, and grounds keeping.
- Possess a working knowledge or experience in plumbing, electrical, mechanical, carpentry, and grounds keeping/landscaping practices and techniques.



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- Must have an understanding of all mechanical and structural systems relating to the buildings, grounds, and equipment.
- Project management experience
- Ability to effectively communicate with vendors and contractors.
- Understands financial matters such as budgeting and the allocation and prioritization of resources.
- Excellent communication skills both verbal and written.
- Attention to detail.
- Ability to work a flexible schedule that will include some nights, weekends and holidays, including on call availability when required.

Physical Requirements

- Prolonged periods sitting at a desk or working on a computer.
- Must be able to lift 45 pounds at times.

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

Equal Employment Opportunity (EEO): The American Civil War Museum provides equal employment 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.