



Director of Buildings & Grounds Job Description

Open Date: 6/17/21

Category: Full Time

FLSA Status: Exempt

Pay Type: Salary

Pay Range: \$55,000 – \$65,000/year plus Benefits

Schedule: Regular business hours including some weekends in season (May-October)

Direct Supervisor: Executive Director

Description:

The Director of Buildings & Grounds is a critical member of the Castle in the Clouds senior management team. He or she provides strategic guidance and leadership while working alongside the Facilities team, who are responsible for the overall maintenance and upkeep of the buildings and grounds. The Director of Buildings & Grounds is the primary contact and provides day to day oversight for contractors working on the property, including project management and documentation of ongoing efforts to restore and rehabilitate the historic Lucknow Estate. As a member of the senior management team, the Director of Buildings & Grounds will also serve as the staff liaison to board level committees related to the management and care of the estate.

Qualifications:

Ideal candidate will bring energy, vision, resourcefulness and experience to this position. The ability to multi-task and make decisions in a fast-paced environment is key, along with a willingness to work side by side with the team to ensure successful completion of all tasks. Excellent communication, decision making, and leadership skills are required. Experience managing complex projects in a historic preservation setting is required with a demonstrated history of completing projects on time and on budget. A working knowledge of the Secretary of the Interior's Standards for treatment of Historic Properties is expected. Experience overseeing building & grounds operations and services is required, with experience in a museum or historic house setting a plus. Basic understanding of budget development and management is required as well. A Bachelor's Degree and a minimum of 5 years work experience is expected.

Essential Duties and Responsibilities include but are not limited to:

- Direct supervision of Part Time, Seasonal, and Volunteer team members in Maintenance, Ground keeping, Gardening, and Housekeeping; including hiring, training, evaluation, coaching, and discipline
- In conjunction with the Executive Director develop annual operating budgets, and then manage the department to meet or exceed approved budget performance Work closely with the Executive Director, and members of the board to develop a comprehensive Facilities Master Plan for the organization.
- Provide direct oversight of contractor work – historical restoration, regular maintenance, and emergency repairs
 - Develop and deliver regular project management updates to the Executive Director
 - Ensure timely completion of approved projects with adherence to Secretary's Standards for Treatment of Historic Properties when applicable
 - Document all projects and maintenance activities, including work by contractors and consultants
- Act as first point of contact for security system provider, and local emergency management personnel
- In coordination with other team members develop and implement emergency response plans and participate in staff trainings
- Develop, implement, and oversee regular schedules of maintenance and upkeep for all equipment including obsolescence planning
- Create and maintain regular schedules of maintenance and upkeep for all buildings and grounds
- Maintain up to date inspections and permits for wheelchair lift, dam, and drinking water
- Perform environmental hazard management/planning and remediation as necessary
- Serve as the primary staff liaison to the board Facilities Committee and as a member of the Curatorial Committee
- Ensure consistent delivery of Castle Concierge level visitor service to all constituents
- Participate as an active member of the senior management team to facilitate interdepartmental communication
- Other duties as assigned by the Executive Director

To Apply:

Interested applicants should submit a resume and cover letter via email or standard mail to:

director@castleinthecLOUDS.org

or

Attn: Director Buildings & Grounds

PO Box 687

Moultonborough, NH 03254

Director of Buildings & Grounds