

YORK COUNTY HISTORY CENTER
Position Description

Position Title: **DIRECTOR OF FACILITIES**
Department: Facilities
Status: Full-time, Salaried, Exempt
Supervisor: CFO

Responsibilities:

The Director of Facilities oversees History Center owned and operated museums, historic properties, a replica building and murals. The Director of Facilities has primary responsibility for oversight of these facilities including maintenance, security operations, working with contractors and future facilities planning.

Primary Duties include:

Facilities maintenance & oversight

- Responsible for all aspects of the History Center’s facilities, including interior and exterior cleaning and maintenance, construction, painting, repair projects and renovations.
- Acts as the General Contractor on certain projects, securing bids and overseeing progress through completion.
- Oversees ground maintenance by ensuring lawns are mowed, leaves and other debris removed, all trees and shrubs are trimmed, and snow removed on a timely basis.
- Works with the History Center’s CFO to implement projects and report to the Building & Grounds Committee.
- Manage the facilities staff, including any outsourced providers.
- When cost effective, implement preventive, ongoing maintenance/repair programs.
- Maintain prioritized list of current and future building projects.

Facilities operations

- Will recommend, administer and implement security policies and procedures. Create, execute and maintain disaster preparedness plans. Responsible for the safety and security of all buildings. Will be the primary contact for facilities emergencies both during the day as well as after hours.
- Responds promptly to all building related requests from staff.
- Work with Interpretation staff to ensure interior of all buildings and exhibitions are clean – vacuuming, dusting and window cleaning as needed at the Colonial Complex, Bonham House and the Fire Museum.
- Working with the Interpretation staff, provide exhibition planning, construction, installation and de-installation support for all History Center exhibits.
- Works with the Special Event and Rentals staff to ensure the timely set-up, and break down for all History Center rentals, meetings, and special events.
- Responsible for the maintenance and the timely PA inspection of all vehicles, elevators and other building operations subject to inspection.
- As a member of the Senior Leadership Team, communicates to them on the status of all projects and on-going initiatives.

- Other duties as assigned.

Qualifications:

- Extensive experience in a construction or building maintenance related field. Knowledge of the maintenance of historic properties is desired.
- The ability to lift 40 – 50 lbs. and a valid PA Driver's license.
- Background checks are required.
- This position requires interpersonal and management skills combined with a team player approach. The ability to work well with staff, the Board and volunteers, vendors and contractors is essential.
- Flexible works hours are required.