HISTORIC DEERFIELD
Deerfield, Massachusetts

JOB DESCRIPTION

DIRECTOR OF FACILITIES
The Director of Facilities is responsible for supervising the maintenance and security staff at Historic Deerfield (HD) and the care and protection of the organization’s 55 buildings on 110 acres. The Director of Facilities holds primary responsibility for the maintenance of mechanical systems and the maintenance, repair, and restoration of historic structures, both exterior and interior, as specified by the Director of Historic Preservation, to whom they report.

Qualifications:

1. General knowledge and significant experience in the maintenance of buildings, mechanical systems, grounds, safety in the work environment, and site security.
2. Demonstrated experience in personnel management, budgeting, and administration.
3. Working knowledge of current Massachusetts State Building Codes.
4. Proven ability to work with maintenance crews in a hands-on capacity.
5. Understanding of HD’s mission and goals, including the preservation and protection of both antique and modern buildings, landscapes, and museum collections.
6. The ability to communicate professionally and effectively to staff, tenants, and visitors.
7. Proficiency in computer skills applicable to the position.
8. The physical requirements of the position include the ability to lift, carry, and/or push up to 40 lbs., the ability to climb up/down stairs, the ability to climb a ladder and to work while on a ladder.
9. Possession of a valid United States/Massachusetts driver’s license.

Responsibilities:

The Director of Facilities reports to the Director of Historic Preservation. They will work in close consultation with the President, Senior Vice President, Chief Financial Officer, the Director of Historic Preservation, Curators, Innkeeper, and in cooperation with other department heads. The Director of Facilities participates in and creates reports for the Structures & Sites Committee of the Board of Trustees. The Director of Facilities is also a member of the Visitor Services Committee.

The Director of Facilities supervises all members of the Maintenance Department, including the security force. Responsibilities include:

1. The administration of the Maintenance Department, including the preparation, planning, and monitoring of operating and capital budgets, day-to-day operations, custody and care of maintenance vehicles, equipment, and supplies.
2. The supervision of all maintenance and security personnel, including hiring and termination, scheduling, and annual evaluation.

3. The scheduling and oversight of outside contractors working at and in HD properties.

4. The maintenance of all HD buildings, including daily, seasonal, and emergency work, and participation in long-range planning for building maintenance and projects.

5. The maintenance of HD grounds, including mowing, trimming, general clean-up, planting or removal of trees and shrubs, fence repair, paving, visitor seating, garden furniture, sign maintenance, and snow removal.

6. The security of all HD buildings by the security staff and the installation, maintenance and programming of related security and communication systems.

7. Mechanical and structural maintenance of the Deerfield Inn in consultation with the Innkeeper.

8. Implementation of logistical support for HD programming and events.

9. Responsibility for communicating and coordinating with local and state officials/authorities (both public and private) relating to the service, repair, inspection, and permitting of municipal systems and services (water lines, electric service, sewer, etc.).

10. The preparation of reports as requested by the President and the Trustees.

11. Performance of other duties as assigned.

**Hours:** 7:00 a.m. to 3:30 p.m. (except one-half hour morning break 9:30 a.m. to 10:00 a.m., and one-half hour for lunch, 12:00 noon to 12:30 p.m.) Monday through Friday. The Director of Facilities is on call for emergencies and snow removal at all other times.