



## JOB POSTING

---

**POSITION:** Director of Facilities

### OVERVIEW

Brucemore, a museum property of the National Trust for Historic Preservation, is seeking a Director of Facilities to perform and oversee the preservation and maintenance of the estate in support of Brucemore's role as a historic site and community cultural center. This position serves as part of the senior management team and works in close collaboration with the community engagement and administrative functions in fulfillment of Brucemore's mission. This includes responsibilities related to personnel management, budgeting and planning, delegation of duties, and managing third party contractors. This position performs, plans and manages daily and cyclical maintenance of the seven historic structures and 26 acres of gardens and grounds. The position is responsible for overseeing site security, roadways, and site use logistics ensuring the safe, pleasant experience of over 45,000 visitors a year. The position requires frequent hands-on building and grounds maintenance work using power tools and equipment.

### KEY AREAS OF RESPONSIBILITY

Maintain and Preserve the Site	40%
<ul style="list-style-type: none"><li>Oversee and perform cyclical maintenance of historic structures according to the highest professional standards and best practices of historic preservation and restoration maintenance, aligned with expectations of the Secretary of the Interiors Standards and National Trust for Historic Preservation. Ensure staff and contractors adhere consistently to these standards.</li><li>Perform, plan, and/or delegate repairs to woodwork, stone, metal, brick, and other materials in accordance with budget, plans, conditions, and organizational and professional standards.</li><li>Perform and coordinate a variety of landscape tasks including: haul and spread topsoil; dig and plant seeds, bulbs, foliage, flowering plants, grass, ground cover, trees, and shrubs; apply mulch; clean and maintain pond and pool regularly.</li><li>Perform and coordinate daily, seasonal, and annual preventative maintenance to buildings, grounds, equipment, and facilities.</li><li>Perform and coordinate repairs to site irrigation, electrical, communication, security systems and infrastructure.</li><li>Perform and coordinate maintenance of all building systems and HVAC equipment.</li><li>Perform and coordinate maintenance and operation of mechanical equipment including but not limited to trucks, tractors, mowers, and snow blowers; control inventory of supplies and equipment for site maintenance and preservation.</li><li>Perform and document regular inspections of historic structures.</li><li>Ensure maintenance of records, documentation, and schedules of cyclical and extraordinary maintenance related to systems, landscape, repair, construction, and painting.</li><li>Perform and coordinate grounds and landscape maintenance aspiring to the highest professional standards and best practices of cultural landscape stewardship.</li><li>Safely and effectively operate various tools and equipment, including: lawnmowers, tractor, gator, weed</li></ul>	

- eater, shovel, snow blower, chain saw, rake, or other landscaping equipment.
- Ensure maintenance of irrigation systems, including winterizing the systems.

<b>Ensure Effective Departmental Management</b>	<b>25%</b>
<ul style="list-style-type: none"> <li>• Hire, supervise, evaluate, coach, and direct personnel effectively and professionally.</li> <li>• Assign work to direct/indirect reports; monitor and report on progress; and coach and evaluate performance of assigned staff.</li> <li>• Manage departmental budget and make responsible decisions regarding spending where authorized. Track actual expenditures for assigned projects, operations, or accounts and reconcile with budgeted amounts.</li> <li>• Prioritize and coordinate Buildings and Grounds Department activities and workflow. Facilitate improved team function and individual performance. Represent and communicate team needs and views to leadership staff.</li> <li>• Arrange for and manage appropriate third-party contractor support as needed; ensure services are properly supervised and completed; and review/approve billing.</li> </ul>	
<b>Facilitate Organizational Operations</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>• Facilitate the Director of Community Engagement in executing and troubleshooting logistics related to tours, events, and special property uses to ensure safe and rewarding experiences for Brucemore audiences, constituents, and stakeholders, and secure appropriate use of the site.</li> <li>• Perform or oversee setup, monitoring, and/or taking down equipment, chairs, tables, directional signage, parking barriers, and other elements and equipment used in property events, programs, tours, and rentals as needed, in line with the Community Engagement and Administrative and Finance teams.</li> <li>• Ensure cleanliness and safety of all buildings and grounds for the enjoyment of the public, the efficiency of the team, and the preservation of the site.</li> <li>• Ensure timely removal of snow and ice from drives and walks as necessary.</li> <li>• Assist with program, tour, and event production, including staffing events as necessary.</li> <li>• Interact with all visitors, constituents, and stakeholders in a professional, courteous manner.</li> </ul>	
<b>Participate in Administrative Leadership</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• As a member of the executive leadership team, collaborate in organizational planning, budgeting, administration, and management functions.</li> <li>• Contribute to defining and communicating organizational visioning and strategic planning</li> <li>• Communicate effectively and professionally with all internal and external constituents, including staff, Trustees, contractors, volunteers, and site users.</li> <li>• Contribute to budgeting and planning as part of the senior management of the organization, gathering cost and project estimates for major capital expenses and ongoing operations of the Buildings and Grounds function.</li> </ul>	
<b>Oversee Facility Security and Safety program</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Ensure safe conditions of all historic and non-historic structures and building systems.</li> <li>• Ensure daily security of the buildings and monitor daily activity on the grounds.</li> <li>• Manage electronic security systems, including serving as a point of contact, acting as primary responder to alarms and safety/security needs outside of business hours, and ensuring maintenance of code alerts, access, etc.</li> <li>• Serve as primary point of contact with emergency personnel responding to site safety issues.</li> <li>• Maintain door locks and key control to ensure facility security.</li> </ul>	

- Contribute to staff-wide disaster planning and readiness to ensure efficient response to any emergency at the site. Implement and facilitate processes and procedures in anticipation of any human caused or natural disaster.
- Ensure that direct reports complete appropriate training in fire safety, disaster preparedness, hazardous communication, and safety as established by OSHA.

**Perform other duties as assigned** 5%

**EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:**

- High school diploma or GED required.
- Associates degree(s), certificate, course work and/or training in historic preservation or cultural landscapes management preferred.
- Personnel management experience required.
- Previous experience with historic building maintenance, cultural landscape, equipment maintenance, and/or HVAC systems preferred.
- Previous experience working with the public and volunteers in the non-profit sector preferred.

**APPLICATION DEADLINE:** October 1, 2019

**TO APPLY:**

Please submit a resume, cover letter, and references by mail or email to:

Brucemore  
ATTN: Director of Facilities Search  
2160 Linden Dr. SE  
Cedar Rapids, IA 52403  
[hr@brucemore.org](mailto:hr@brucemore.org).

**ABOUT BRUCEMORE:**

Brucemore is a historic site and community cultural center, owned by the National Trust for Historic Preservation, and operated in co-stewardship with Brucemore, Inc. The organization is responsible for the stewardship of seven historic structures and 26 acres of gardens and grounds, in addition to thousands of artifacts, works of art, furnishing elements, and archival resources. Brucemore reaches approximately 45,000 visitors a year through an extensive menu of interpretive tours and exhibits, annual community events, public programs, and site rentals.

*Brucemore is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability.*