



**Job title:** Manager, Historic Preservation Department (Trades)

**Department:** Heritage Assets

**FLSA status:** Full-Time Employee, Exempt

**Work conditions:** Office and field environments at historic fort, residential, commercial and special use facilities, including construction work sites and shop facilities not ADA accessible. Moderate lifting of up to 70lbs. and working from height. While performing the duties of this job, the employee may be exposed to all weather conditions prevalent at the time. Noise level in the work environment is usually moderate.

Regular 40-hour workweek, Monday- Friday, 7:00 AM - 3:30 PM, and as otherwise required for emergencies, special events, etc.

**Reports to:** Director of Heritage Assets and Historic Preservation Officer (FMHPO), Fort Monroe Authority (FMA).

**Salary Range:** \$64,800 - \$68,850

**Primary Function:** The Manager of the Preservation Department will act as the manager of the preservation trades in the ongoing preservation, rehabilitation, restoration and reconstruction of all historic properties owned by the FMA.

Fort Monroe is located on a barrier spit in the Hampton Roads Harbor at the southern end of the Chesapeake Bay in Hampton, Virginia. The contiguous land area is 529 + acres. Seven coastal islands totaling 32 + acres are associated with the property. All of Fort Monroe is located within the municipal boundaries of the City of Hampton, Virginia.

All of the 529-acre land area at Fort Monroe has been designated as a National Historic Landmark (NHL) and National Register of Historic Places (NRHP) district(s). The NHL and NRHP consists of 175 Contributing Buildings, Structures, Landscape Features, Objects and Individually Listed Historic Properties. The NHL and NRHP also contain 90 Non-contributing Buildings.

The Fort Monroe Preservation Department Manager will lead a team of preservation craftspeople in the ongoing preservation, rehabilitation, restoration and reconstruction of the Contributing Historic Properties currently owned by the FMA at Fort Monroe.

This position includes state employee benefits to include health benefits; membership in the Virginia Retirement System; 13 paid holidays; annual leave; sick leave; group life insurance and other related Commonwealth of Virginia employee benefits. Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax pay roll deduction.

### **Responsibilities of Manager of Preservation Trades**

1. Works with and at the direction of the FMHPO in the development of capital projects and prioritized annual work plans as they relate to the ongoing preservation, rehabilitation, restoration and reconstruction of historic properties;
2. Manages Preservation Department trade staff and is responsible for the Fort Monroe Preservation Department's day-to-day operations, which may include, field assessments, shop and field equipment maintenance, material take-off and procurement, scheduling, and performing task associated with the ongoing preservation, rehabilitation, restoration and reconstruction of historic properties located at Fort Monroe.
  - Typical projects may include; preservation carpentry utilizing both traditional and modern woodworking means and methods to repair, restore and replicate architectural features that may include windows, doors, columns, post, porch elements, siding and many other architectural components utilized in historic structures. Projects can include window and door restoration; millwork replication and fabrication; structural repairs; Dutchman repairs; exterior envelope repairs; wood, slate, and metal roofing repairs. Repair of historic masonry to include historic stone and brick repair using traditional materials will also be a key responsibility.
3. Works with and assist the FMHPO in providing ongoing technical training to preservation trade staff in the skills and requirements for the preservation, rehabilitation, restoration and reconstruction of historic properties utilizing preservation tools such as modern shop tools, (planer, jointer, table saw, lathe, shaper, etc.) as well as the traditional hand tools utilized using the appropriate means and methods.
4. Works with and assist the FMHPO and outside consultants in the development of project plans, as they relate to historic properties, new construction and site work to ensure compliance to the Fort Monroe Governing Documents as well as relevant federal, state and local building codes.
5. Works with and assist the FMHPO in developing project plans, scopes of work and material take-offs for projects to historic properties undertaking by the FMA.

6. Works with and assist the FMHPO in the coordination and management of outside contractors and sub-contractors as required.
7. Works with and assist the FMHPO in the preparation of annual, capital and long-range Preservation Departmental budgets.
8. Reports regularly to the FMHPO on all departmental activities.
9. Performs all work in accordance with safety rules and regulations and procedures, such as OSHA, federal, state and local regulations.
10. Performs other related duties as assigned.

### **Qualifications**

- A diploma or degree from a recognized preservation trades school or a degree in Historic Preservation with at least five or more years' experience in the preservation, rehabilitation, restoration and preservation reconstruction of historic properties.
- Knowledge of and experience in applying the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- Working knowledge of construction supervision, budgeting, purchasing principles, procedures, and practices;
- Knowledge and experience in building preservation, restoration, rehabilitation, and the ability to manage, train and oversee staff in historic trades methodologies to include:
  - Working knowledge and experience in the appropriate means and methods in the performance of historic masonry restoration and repair to include traditional and modern masonry means and methods as well as the use of masonry tools and appropriate materials. Historic stone restoration experiences highly sought after.
  - Working knowledge and experience in the appropriate means and methods in the application of traditional and modern carpentry in the preservation, rehabilitation, restoration and reconstruction of historic properties.
  - Working knowledge and experience in performing the appropriate safety training as well as the on-going maintenance of traditional hand tools, modern woodworking machinery and other equipment associated with shop facilities.
  - Working knowledge in materials conservation, architectural design, architectural history and construction management;
  - Working knowledge in the treatment of a wide range of historic building materials;

- A high level knowledge of world, United States and Virginia history as well as the architectural history of the 17th through 20th century;

- Experience with MS Office (e.g. Word/Excel/Outlook/PowerPoint, Project) and project tracking software;

- Excellent interpersonal and communication skills, with an ability to collaborate with a dynamic team;

- Flexibility and ability to manage multiple priorities in a fast-moving environment;

- Excellent organizational skills and performs work as well as maintains their environment in a neat and orderly manner.

- Possesses a commitment to the highest professional standards in all that they do;

- The employee is expected to adhere to all company policies;

- Previous OSHA and Renovation, Repair and Painting certification training is highly sought after but not a requirement prior to employment.

- Pre-employment and subsequent drug screening requirement.

- Prior to employment, a valid driver's license and an original Motor Vehicle Record transcript (MVR) is to be provided to the FMA. The MRV is to be no older than 30 days, issued by the same state as the driver's license, and must cover the past seven years. Within sixty days new residents must obtain a Virginia driver's license.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.