

## ***Facilities Manager***

### **Job Description**

POSITION TITLE: Facilities Manager

Full-time hourly position, non-exempt

The Facilities Manager cleans, maintains, and cares for the historic and reconstructed buildings at Locust Grove, along with the modern Visitors Center and all other facilities and grounds on the property.

ORGANIZATION DESCRIPTION: Locust Grove is a 1790s historic site set on fifty-five acres in Louisville's east end. It is a National Historic Landmark and an AAM-accredited museum. The site tells the story of all the people who lived and worked here, free and enslaved, in the early years of the nation, through tours, programs, exhibits, demonstrations, and publications.

QUALIFICATIONS: The Facilities Manager must be able to work successfully and communicate clearly with other staff, volunteers, and contractors in the execution of his or her duties, and keep timely records of actions taken and scheduled. The Facilities Manager works in collaboration with Gardener and other staff and must be well organized and self-directed. Physical strength is required for this position.

#### **DUTIES:**

- Performing daily cleaning, vacuuming, sweeping, dusting, trash removal, cleaning of restrooms and other public spaces. Ordering and stocking of restroom supplies and cleaning materials
- Care of all buildings, including the historic house, reflecting curatorial standards of care
- Maintenance of all areas of the grounds including lawns, plantings, trees, woods, paved areas, lighting, fences and other amenities (excluding garden areas, unless required to assist the site Gardener) to acceptable standards
- Minor repairs, light carpentry, painting and staining as necessary
- Initiate major maintenance work orders using Louisville Metro Parks online work order software, direct skilled tradespersons and contractors when onsite
- Occasional mowing and trimming of grass and plantings, watering, leaf and snow removal
- Setup and breakdown of tables, chairs, and other equipment for programs and facility rentals onsite and in event spaces. Site preparation for large events including layouts for parking areas, tent setup, signage placement, etc.

#### **REQUIREMENTS:**

- H.S. Diploma required; Bachelor's degree or Associate degree desirable
- Experience and familiarity with basic cleaning and maintenance procedures

- Familiarity with lawn and grounds maintenance equipment and procedures
- Willingness to learn curatorial standards of care for historic buildings and their furnishings
- General office computer skills (Microsoft Office Suite), AV/internet skills desirable
- Willingness to undertake a range of physically demanding and varied duties
- Must be able to frequently lift up to 40 pounds
- Must be able to frequently crouch, kneel, bend, stand, reach, and climb ladders
- Must frequently walk and stand – at least 60% of time on duty

**SCHEDULED HOURS:** Regularly 35 hours per week primarily Monday through Friday, up to 40 hours a week as necessary; occasional weekend and evening work required with advance notice. Daily schedule typically requires arriving before site opens to the public, by 9:00am. One-hour unpaid lunch break daily.

**COMPENSATION:** Hourly pay range begins at \$18.00 depending on skills and experience. Qualifies for full-time employee benefits: health insurance, Simple-IRA retirement plan, two weeks paid vacation, sick leave. Benefits begin after probationary period of 90 days. Subject to terms and conditions in HLG Employee Handbook. **TO APPLY:** Send letter of interest and resume to Carol Ely, CEO, at [ely@locustgrove.org](mailto:ely@locustgrove.org). Applications accepted until position is filled.

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