



Position Title: FACILITIES AND GROUNDS MANAGER

Organization: Gillespie County Historical Society and Pioneer Museum
Fredericksburg, Texas

FLSA Status: Full-time, non-exempt

Supervisor: Director of Operations

Mission:

To teach current and future generations the history, culture, and traditions of Fredericksburg and Gillespie County for the advancement of knowledge and preservation of our proud heritage.

Organizational Overview:

The Gillespie County Historical Society (GCHS) and Pioneer Museum is a 501(c)3 non-profit organization that is accredited by the American Alliance of Museums in recognition of its commitment to excellence. The Society owns and operates two museum sites, the Pioneer Museum and the iconic Vereins Kirche. The GCHS also owns another historic house in downtown Fredericksburg (open on select occasions) and uses the Gillespie County-owned Historic Jail for programming. The Pioneer Museum is a 3+ acre complex of historic buildings, artifacts, and archives interpreting the story of 1840s German colonization of the Texas Hill Country and the immigrant German founders of Fredericksburg. The Vereins Kirche is a replica of an 1847 structure, completely reinterpreted in 2020 to tell the story of the building's history and significance. Both sites are in the heart of this popular tourist destination town. Annual visitation to the Pioneer Museum and Vereins Kirche is routinely 36,000 plus. The GCHS was chartered in 1935. It currently has an annual operating budget of \$883,000, a 15-member Board of Directors, and a complement of full-time and part-time staff members, plus employed docents.

Position Summary:

The Facilities and Grounds Manager, working collaboratively with the GCHS staff and the Facilities and Grounds Committee of the Board of Directors, is responsible for planning, coordinating, implementing, accomplishing, and directing the maintenance and repairs of GCHS buildings, grounds, and related properties as assigned, including upgrades, restorations, and new construction projects, in accordance with all applicable historic preservation requirements and regulations.

Key Responsibilities:

- Carry out, monitor, and record routine inspections of equipment.
- Perform routine and preventative maintenance on exhibits (as assigned by the curatorial staff), structures, appliances, HVAC, electrical, plumbing, and other physical plant assets.
- Create and implement a written annual plan, approved by the executive staff and the Facilities and Grounds Committee, for each GCHS historic structure, anticipating and prioritizing the needs and costs for maintenance and repairs.
- Assign and monitor construction and renovation projects in accordance with all applicable historic preservation requirements and regulations, inspecting completed work and reporting findings to the executive staff and Facilities and Grounds Committee.
- Provide repairs whenever possible.
- Provide basic maintenance of the lawn and landscaping on the GCHS grounds.
- Keep outside walkways clean and clear.
- Maintain the cleanliness of public spaces, exhibit cases, restrooms, and offices during operating hours.
- Identify, procure, and coordinate the work of outside contractors and service companies.
- Develop a written succession plan for consultants and contractors and update as needed.
- Maintain the safety and security of the facilities and grounds, including opening and closing of assigned areas during each shift.
- Provide and prepare, as necessary, instructions for the safe operation and maintenance of machinery and other equipment.
- Undertake basic construction projects as skills allow, including work on exhibits as assigned by the curatorial staff.
- Set-up/break down for events, rentals, and programs as assigned.
- Appropriately dispose of trash, other debris, and recycling as needed.
- Train and supervise student maintenance workers and special project volunteers.
- Order/purchase supplies and maintain records.
- Respond to emergencies such as fire, accidents, theft, and so on as necessary.
- Report dangerous conditions to the Director of Operations.
- Serve as a guest services representative during operating hours by answering questions and directing guests in a professional manner.
- Ensure implementation of the organization's policies and procedures, especially as related to facilities and grounds.
- Be directly involved in formulating and managing the annual facilities and grounds maintenance budget.
- Perform other related duties as assigned.
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Qualifications

- Knowledge of and experience in facilities and grounds maintenance including lawn care and landscaping techniques.

- Knowledge of and experience in general maintenance and repairs including plumbing and heating systems; electrical systems; fire and safety regulations and procedures; painting and carpentry.
- Ability to climb a ladder, able to lift fifty pounds, and to have mobility to work in tight spaces.
- Skill in use of tools and equipment and in trouble shooting causes for maintenance issues.
- Knowledge of basic construction techniques, ability to develop effective work methods and to organize preventive maintenance programs.
- Knowledge of purchasing practices, general maintenance tools, supplies and equipment, and safety equipment.
- Knowledge of and experience in historic preservation is a plus.
- Ability to train and supervise student maintenance workers and special project volunteers.
- A valid driver's license is a must.
- Ability to work on Saturdays is preferred.
- Graduation from a senior high school or GED equivalent is preferred with added consideration given for additional job-specific education including trade schools and specialty programs, and/or equivalent work experience.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, or talk or hear. The employee is occasionally required to walk and sit.
- The employee must occasionally lift and/or move up to fifty pounds. The employee also works outdoors roughly two-thirds of the time. There may be physical demands on occasion, for example, carrying boxes, carrying supplies, and/or setting up events.

Compensation and Benefits

This is a full-time, non-exempt, hourly position, in the range of \$18.00 - \$22.00 per hour with health insurance, sick leave, paid vacation, and holidays.

Please submit a cover letter, resume, at least three work-related references (and any additional supplemental material in support of your application) to Heather McCarver, Director of Operations, Gillespie County Historical Society and Pioneer Museum, 325 West Main Street, Fredericksburg, Texas 78624, or hmccarver@pioneermuseum.org. Her phone number is 830-990-8441 x 401.