



**JOB TITLE:** Facilities Manager  
**EMPLOYMENT CATEGORY:** Part-Time / Non-Exempt (up to 28 hours/week)  
**SALARY RANGE:** \$30 - \$34 hourly  
**DATE UPDATED:** September 23, 2024  
**REPORTS TO:** Vice President, Preservation

### **POSITION SUMMARY**

Historic Annapolis, Inc. (HA) is seeking an experienced Facilities Manager who will be responsible for overseeing the maintenance, safety, cleaning, and security of historic buildings and modern facilities under HA's stewardship. This role involves managing daily operations, coordinating repairs and upgrades, and managing facilities and vendors. This is an exceptional opportunity to join the team at HA, the leading non-profit preservation and history organization in Annapolis, Maryland at a time when we are growing our impact as storytellers, educators, and advocates for Annapolis's diverse cultural heritage.

### **ABOUT HISTORIC ANNAPOLIS**

The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark. For more information, please visit our website at [annapolis.org](http://annapolis.org). HA's property portfolio, most of which is owned by the State of Maryland and stewarded by HA, is comprised of 13 properties that date from the early 18<sup>th</sup> century to 1970s construction.

### **MAJOR RESPONSIBILITIES**

- Oversee maintenance of all Historic Annapolis properties (13) to ensure smooth operations.
- Conduct regular inspections and schedule preventive maintenance for HVAC systems, plumbing, pest control, elevator, and other critical infrastructure.
- Manage general handyman tasks.
- Coordinate larger repairs, renovations, and upgrades; work with contractors for estimates and invoices and manage service contracts. Secure necessary local building and Historic Preservation Commission permits for 99 Main St. work. Coordinate with VP Preservation for state approvals.
- Ensure all buildings comply with health and safety regulations, including fire safety.
- Maintain up-to-date safety documentation, including fire evacuation plans, Master Maintenance Plans, and Disaster Preparedness plans.
- Prepare and break down event spaces, including tables, chairs, and other equipment.
- Be available to respond to facility emergencies, such as power outages, water leaks, or system malfunctions, and alarm notifications from security vendors.
- Maintain inventory of maintenance supplies, tools, and equipment, and make requests for ordering replacements as needed.
- Collect waste and transport it to the appropriate disposal area.
- Prepare areas commonly affected by flooding.
- Work with the garden team to shovel walks in inclement weather.

### **DIRECT REPORTS**

- Housekeepers

## **DESIRED QUALIFICATIONS**

Associate or Bachelor's degree in Facilities Management, Engineering, or a related field, or five years of related experience or equivalent combination of education and experience. Prior experience includes facilities management. Strong interpersonal, supervisory, and customer service skills required. Ability to multi-task, work under pressure, and meet deadlines required. Technical certification in facility maintenance or a related field is considered a plus.

### **Other Qualifications**

- Strong knowledge of building systems (HVAC, plumbing, electrical), maintenance processes, repair techniques, and safety regulations.
- Excellent organizational, problem-solving, and project management skills managing multiple projects in a fast-paced, team-oriented environment.
- Strong communication abilities, with experience managing vendors, and contractors.
- Knowledge of budgeting, cost control, and vendor management.
- Proficiency in using hand and power tools for repairs and maintenance.
- Valid driver's license.

## **ADDITIONAL INFORMATION**

Historic Annapolis offers sick leave benefits and retirement benefits. While the position is based in our executive offices at Shiplap House (c. 1715) in downtown Annapolis, the work environment is flexible and will fluctuate, to include an office setting, meetings outside the office, outdoor events, and hybrid opportunities. The job is not incredibly physically demanding, but the candidate may need to be on his or her feet for hours at a time during events.

## **EQUAL OPPORTUNITY EMPLOYER**

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applicants should submit a cover letter and resume, including salary requirements, to Rachel Robinson at [hr@annapolis.org](mailto:hr@annapolis.org) by October 24, 2024.