

## **Job Description: Facilities Manager – Kennebec Historical Society**

### **General:**

The facilities manager assures that the Society headquarters and grounds are in safe and useable condition.

### **Status:**

- Volunteer position
- Interacts with the chairperson of the Building and Grounds Committee and thru the president to the Board of Directors
- A member of the Building and Grounds Committee

### **Qualifications:**

- Good physical plant maintenance experience and skills
- Knowledge of structure and materials valuable
- Attention to detail is a valuable skill

### **Specific Tasks:**

- Conducts a weekly inspection of the facility to identify maintenance and safety issues
- Maintains a list of all outstanding maintenance issues
- Repairs minor problems and brings major problems to the attention of the Building and Grounds Committee for resolution.
- Conducts and documents quarterly safety inspections of the building and grounds
- Assures that seasonal equipment is in place and is running order
- Arranges for seasonal grounds care (lawn mowing and snow plowing)
- With the Building and Grounds Committee, prepares an annual budget request for building and grounds maintenance
- Regularly log hours worked in the Society Volunteer Hours Log

### **Time Commitment:**

- 5 Hours per week

### **Goals:**

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