

City of Roswell

Department: Recreation, Parks, Historic & Cultural Affairs

Division: Historic Assets

Job Recruitment Title/Descriptor: Historic Assets Facilities and Grounds Coordinator

City Title: Site Coordinator, FLSA Status: Full-time (Exempt)

Reports to: Historic Assets Manager

Hiring Salary Range: \$44,979.00 - \$58,473.00

Posting Date: 11/18/2020-12/11/2020

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**Background:**

The City of Roswell seeks a qualified Facilities and Grounds Coordinator to engage a team of part-time staff and volunteers towards the care of Historic Assets which currently entails three antebellum properties with approximately 15 acres. Daily public operations of the Historic Assets currently consists of Barrington Hall (ca. 1842), Bulloch Hall (ca. 1839), and Smith Plantation (ca. 1845). The Historic Assets Division of the Roswell Recreation, Parks, Historic & Cultural Affairs Department is in an exciting position for growth as future plans include development of Mimosa Hall and Gardens (ca. 1847), 9 acres, as well as other historic landmarks within the City of Roswell for an inclusive approach to community preservation, interpretation, and engagement. The City's Historic Assets are a regional tourism attraction; open six days a week.

**Purpose:**

Coordinator position provides daily support and oversight for the maintenance, cleanliness, and efficient operations of sites. Part of a two-person team within the Historic Assets Division, the Facilities and Grounds Coordinator supports and compliments the Operations and Interpretation Coordinator to ensure a quality visitor experience while working to protect City of Roswell assets. The primary purpose of this position is to coordinate activities to ensure sites are maintained in good repair according to proper preservation standards and all systems are in compliance with applicable safety, fire regulations, federal and state, local building codes to ensure a safe and comfortable environment for visitors. This is a hands-on position directly involved in operations with a major emphasis on regular maintenance of the grounds (parking lots, lawns, pathways, wooded areas, gardens, etc.), facility care and preservation of historic structures, as well as safety and security oversight. Supervises members of the Facilities and Grounds Team, consisting of three part-time employees, and leads the team to achieve daily, weekly and monthly goals, work plans, and schedules. Coordinates and oversees various projects conducted by outside vendors and volunteer groups.

**Examples of Position Responsibilities:**

- As caretakers of properties listed on the National Register of Historic Places, safeguard work to protect the historic integrity of structures and landscapes.
- Oversight of daily operations in regards to facilities and grounds responsibilities and maintenance, including but not limited to, daily rounds to ensure a smooth workflow and performance for maintaining a high level of care.

- Monitor any site emergencies, including equipment and systems breakdowns, malfunctions and alarm calls; work closely with Historic Assets Manager and other Department Staff to protect interest and safety of City property.
- Create and execute weekly, monthly, quarterly, and annual work assignments and schedules for the proper documentation and maintenance of grounds and facilities.
- Coordinate and supervise janitorial service vendors for the highest standards in cleanliness for all site facilities. Create and oversee a careful interior cleaning schedules of furnished historic homes, ensuring the care and protection of collections.
- Schedule regular repair/maintenance of all building systems at multiple sites; Work with vendors to ensure proper care for systems, including but not limited to, HVAC, ventilation, plumbing, electrical, and security.
- Manage the care of multiple landscapes, including gardens, lawns, shrubs, and trees, in addition to the maintenance and repair of outdoor features, such as irrigation systems, fences, signage, waste disposal, and benches.
- Supervise coordination and productive partnership with several volunteer organizations as related to grounds care and other needs. Examples of tasks may be volunteer work days and or specific garden maintenance.
- Manage and supervise staff work quality, assign work and tasks, provide scheduling information, departmental training, coaching, feedback, and, if needed, disciplinary action. Interview applicants for positions as needed.
- Ensure safe work practices by being familiar with OSHA regulations and promoting risk management; Maintain and correctly use issued personal protective equipment; Work to ensure staff compliance with applicable safety codes and policies and procedures; Ensure the safe operation of equipment with all essential personal protective equipment. Maintain equipment, tools, and storage areas in partnership with applicable City Departments and staff to keep in good repair and safeguard safety of tools and equipment.
- Coordinate with other Department staff in order to respond to weather events, ensuring safe and continuing operations.
- At the request of the Historic Assets Manager, coordinate and monitor status of work orders, estimates, RFPs; and purchase materials and equipment. Supervises renovations, restoration, and new construction of buildings and grounds: assists in prioritizing maintenance and capital improvement projects; oversees work performed by contractors/service providers; oversees payments for materials and labor; monitors and coordinates reimbursement by public/private agencies. Assess and monitor facility repairs to ensure cost effectiveness.
- Maintain on-going professional development in the field of facilities management and preservation, maintenance and security.
- Work with Operations and Interpretation Team staff to prepare grounds and assist with the execution of various programs and large-scale events as needed.
- Monitor use of consumables (toilet paper, paper towels, light bulbs, etc.) inventory and contain expenditures for budgetary purpose.
- Coordinate within the Department work order procedures and execution for multiple sites.
- Be familiar with daily visitor services operations and needs; At the request of the Historic Assets Manager, represent the division on committees and perform related duties as

assigned, including, but not limited to, those duties and responsibilities of Historic Assets Operations and Interpretation Coordinator.

- This description is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

### **Education and Qualifications:**

- Bachelor's of Science degree from an accredited college with technical training in historic preservation or landscape management preferred. Related equivalent experience in the field is acceptable.
- Minimum of five years progressive experience and responsibility in a grounds or preservation/maintenance field, two of which were holding a supervisory leadership position directing a multifunctional group of staff and volunteers. Experience preferably within a mid to large range public garden or historic and cultural institution.
- Knowledge of historic preservation standards; combined grounds/historic landscape management experience preferred. Strong project management background desired.
- Knowledge of building codes, rules/regulations regarding the operation of HVAC, plumbing and electrical systems are preferred; Knowledge of OSHA guidelines and other safety requirements to insure compliance a plus; Experience developing cost estimates and budgets is helpful in this position as experience in record keeping and report writing is necessary.
- Ability to communicate effectively utilizing interpersonal skills to maintain effective relationships with staff, volunteers, vendors and guests. Ability to express oneself clearly and concisely in presenting information. General management and organizational skills necessary to administer workload.
- Flexibility and the ability to cope with quickly changing priorities is required; this job requires patience and imperturbability.
- Computer skills (Microsoft Office Suite) for E-mail, Excel or Word Documents, and various on-line functions.
- Ability to perform light repairs and basic maintenance tasks a plus.

### **Additional Requirements:**

- This position will need to be flexible with work arrangements and mobile between multiple sites as needed. The hours are subject to change but currently the schedule is anticipated to be Tuesday through Saturday, 8:00 a.m. – 5:00 p.m. The position requires some overnight on-call duty and the ability to work during holidays, and nonstandard hours whenever the need arises.
- Physical Ability: Tasks require the ability to exert light to moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-50 pounds).