

Building Manager

Non-exempt/Hourly

On site – Part-time, average hours expected 15 hours a week.

Pay: \$20/hr

The Clark County Historical Society is responsible for the upkeep and maintenance of the Heritage Center, Springfield's original City Building and Market, built in 1890 as well as the upkeep and maintenance of the Crabill Homestead, a 1820s Federal homestead, and one off-site warehouse.

Duties

- Act as Project Manager and collaborator in planning, setting timelines, managing projects to completion, including overseeing capital project proposals and projects.
 - Prepare and manage the Facilities department's budget, including capital projects budgets and operations and maintenance budgets and policies
 - Manages and reviews service contracts, necessary permits, and associated estimates/invoices
 - Sets project specifications, prepares requests for proposals, solicits bids and directs outside contractors
 - In collaboration with other departments, oversee the planning, budgeting, bidding, and approval processes, for building construction projects and environmental health and safety and sustainability initiatives
 - Supervises and checks completed work by vendors and contractors
- Manages institutional and facilities operations including, but not limited to:
 - Building and physical plant, and associated grounds and parking areas including regular and preventative maintenance plans, repairs, and cleanliness
 - Liaison to our long-term renters (Veterans' Services, Un Mundo, United Way) where facility maintenance is concerned
 - Ensures security and emergency preparedness procedures are implemented properly for the safety of the facility and its employees.
- Responsible for the supervision of the Custodian (PT) + Building Maintenance (PT) staff for the day-to-day operation of the Heritage Center
- Is on call to respond to facility-related emergencies and address them in a timely manner
- Other duties as assigned.

Qualifications

- Facilities management and/or project management experience
- Experience with leading strategic and managing long-range physical planning
- Experience managing departmental and project-specific budgets
- Computer skills with knowledge of Microsoft Office Suite
- Familiarity with Ohio building code, including annual inspections and permits, as well as OSHA and other environmental regulations
- Experience with or willing to learn about the special requirements of maintenance and repairs on historical property
- Hands-on handyman skills are a plus

Benefits – commensurate with hours worked:

- 2 weeks of vacation
- 11 paid holidays per year
- 15 days of paid time off
- SIMPLE IRA with 3% match
- Flexible work schedule and opportunity for some remote work

To apply, submit your cover letter and resume to Jane Fischer, Executive Director, at jfischer@heritagecenter.us.