



FACILITIES SUPERVISOR

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary

The Facilities Supervisor will work to preserve and maintain the physical condition of the Georgia Historical Society Savannah properties in a condition of excellence, cleanliness, and safety, following preservation standards. The employee will handle a variety of facilities maintenance-related tasks aimed at upholding the appearance, functionality, safety, and long-term preservation of the built environment. This position of 40 hours per week is a Monday-Friday employee with occasional weekend or evening hours.

Responsibilities Include (incumbent may perform other duties as assigned):

- Monitors and oversees general maintenance of structures and systems, including historic buildings, offices, garden structures, and fences; mechanical, plumbing, and electrical systems; and garden and office furniture.
- Schedules and supervises consultants and contractors with annual or on-call contracts for the repair and maintenance of the facility
- Coordinates with Associate Director of Administration to prioritize and schedule significant maintenance and restoration projects.
- Performs routine and emergency maintenance duties, such as:
 - Changes light bulbs, cleaning light fixtures, other electrical maintenance.
 - Purchases departmental supplies (tools, light bulbs, appliances, cleaning products, etc.).
 - Performs minor plumbing tasks including clearing drains, toilets, fixing leaks.
 - Paints and maintains painted surfaces including fences, garden furniture, and buildings.
 - Installs, moves, repairs office furnishings, fixtures, equipment.
 - Assists Research Center staff in moving furniture and exhibit pieces.
 - Performs routine landscaping on the grounds
 - Sets up and breaks down furniture, props, lighting, etc. for events, rentals, and programs, as needed, in coordination with other departments.
- Oversees safety and security on the property, including maintenance of security alarm systems, perimeter fences, locks, and outdoor lighting; keeps staff informed of security measures; be available to respond to after-hours alarms
- Be prepared to implement security and disaster preparedness procedures
- Creates, tracks, and files paperwork and creates reports related to maintenance projects.
- Reviews invoices for payment of contracted work and presents to Associate Director of Administration for processing.

Experience/Skills Required:

Knowledge, skills and abilities:

- Proven experience as a handyman or relevant position.
- Knowledge of/familiarity with HVAC, plumbing, carpentry, electrical, safety procedures, cleaning supplies/equipment, security systems, and basic power/hand tools.
- Skills in maintenance, repair, and practical problem-solving.
- Skills in computer software to include Word, Excel, and basic Internet and email tasks.
- Skills in organization and planning and project management
- Ability to successfully execute maintenance projects while working collaboratively with other staff members.
- Ability to maintain confidentiality and integrity.
- Ability to establish and maintain successful working relationships with a wide variety of people and meet established deadlines.
- Ability and strength to lift and move up to 50 pounds and ability to tolerate indoor and outdoor working conditions

Education: High school diploma with Bachelor's degree preferred.

Preferred experience: Three (3) to five (5) years of increasing responsibility in facilities maintenance or handy-man services, preferably at a museum, historic site, library, or educational facility.

Supervisory Responsibilities:

N/A

To Apply

Send Resume to:

Facilities Supervisor

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please