

Woodlawn Buildings Caretaker

Classification: Part-time, up to 32 hours; flexible schedule

Direct Supervisor: Executive Director

Woodlawn is a 180-acre historic property with a house museum (200 years old), a new Barn event space, smaller outbuildings including a residential cottage, two miles of forested trails, fields, a croquet court, and gardens. The property hosts groups and individuals dawn to dusk year-round while the historic house museum provides a seasonal tourist destination. The Barn, which opened in early 2024, provided space for education and community groups year-round, seven days a week. The basement includes a historical archive and collections storage as well as general storage of supplies and equipment. The needs for physical plant maintenance as well as historic preservation maintenance are extensive and require someone who is interested in history, has experience with and confidence in the restoration and care required by brick, wood, and modern buildings.

Job Description:

The Buildings Caretaker is a critical part of the Woodlawn team and is responsible for providing specialized maintenance services for the historic house museum and ensures the maintenance and scheduled annual systems review of the modern event Barn. Other buildings on the property that this position is responsible for caretaking include the residential cottage, a carriage barn with a permanent exhibit, a sleigh barn that is used for program activities, a garage for equipment storage, two shipping containers that are used for storage, and a shed for the croquet program.

Following approved historic house museum cleaning and maintenance/restoration methods, the Buildings Caretaker is responsible for managing the care and upkeep of the house museum from attic to basement, in consultation with the Curator. He or she may also perform specialized projects as directed by the Curator. He or she provides support on preservation projects as needed, including photographing and documenting exterior and structural projects. Monitoring and assessing maintenance needs for the systems and equipment of the new Barn as well as caring and regularly inspecting all the other buildings. The Caretaker serves an important part of the organization's efforts in preserving and protecting Woodlawn. Training in historic building maintenance and museum collections handling will be provided.

Education & Experience

- High school diploma or general education degree (GED).
- Trade skill or apprentice completion/certification and up to five years experience in one or more of the following: carpentry, painting, electrical, or plumbing.
- Demonstrated ability to operate large and small equipment, machinery and hand tools.
- Able to safely handle and use cleaning chemicals.
- Must be able to follow and deliver both verbal and written instruction and adhere to deadlines.
- Must have a clean and valid driver's license and ability to drive vehicles, including pickup trucks.
- Highly organized and willingness to complete work assignments with attention to detail.
- Excellent customer service skills and an ability to interact professionally with a broad range of stakeholders (co-workers, board members, volunteers, guests, contractors etc.)
- Basic computer skills, problem solving abilities
- Able to work independently, with volunteers, and as part of a team.

Physical Requirements

- Must be in good physical condition, able to move moderately heavy objects (75lbs.), bend, walk, climb stairs, stand, and move for extended periods of time.
- Must be able to work a flexible schedule including evenings, weekends, and holidays.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and may need to work outdoors, exposed to cold, wet and /or hot conditions.

Primary Duties include but are not limited to:

- Performs regular maintenance and repair work on the buildings and associated equipment.
- Coordinates and implements planned historic building maintenance using agreed standards and involving professional consultation as/when necessary.
- Works in close coordination with other staff and volunteers, in particular the Grounds Caretaker.
- Assists in coordinating the work performed by vendors and contractors.
- Regularly communicates both with staff about the status of projects and completion deadlines. This includes attending team meetings, staff meetings, and electronic communications.
- Assists in the planning and development of the annual maintenance budget, with an eye toward cost controls and improved efficiencies and upkeep. Adheres to budgeted priorities and parameters while reviewing variances and emergencies requiring adjustments to stay within budgeted constraints.
- Coordinates with other departments on needs to support programming, special events and rentals for example, moving tables/chairs, setting up and taking down tents, etc.
- Reports and resolves problems swiftly.
- Assists in maintaining an annual inventory of maintenance equipment and tools including a replacement plan schedule related to building maintenance.
- Performs preventative maintenance on all structures and makes minor repairs as needed.
- Perform special projects as assigned.
- Cleaning historic surfaces, such as floors, countertops, cabinetry, woodwork, ceramic fixtures, tiles, glass, etc.
- Occasionally cleaning museum objects and furnishings, under the direction of the Curator.
- Emergency cleanup and housekeeping, as needed.
- Assist the Curator with moving collections and furniture as needed.
- Assist the Curator during seasonal opening and closing protocols in the museum.
- Assist in documentation and photography of exterior preservation and maintenance work at museum, as directed.
- Perform weekly, monthly, and annual maintenance checks and maintain associated documentation processes and procedures for organizational stability and continuity.
- Maintain and keep organized all maintenance equipment and cleaning tools.
- Troubleshoots emergencies related to the numerous buildings as needed.
- Assists with special projects and other duties as assigned.

Conditions:

- The position requires working at least one weekend day each week and being available for occasional programs and events, as well as responding to off-hours emergencies as needed.
- The Buildings Caretaker works both indoors and outdoors in all weather conditions. He/she must be able to work in adverse weather and environmental conditions as well as uneven terrain and reach heights up to 25- 30 feet.
- This position requires bending, crawling, lifting, climbing, reaching, dexterity and eye hand coordination.

Schedule:

This is a flexible, year-round position that works in coordination with the Grounds Caretaker to ensure every day coverage of the campus. Normal daily hours are also flexible but generally encouraged as 7:30am-3:30pm. From time to time, evening hours will be scheduled during events or as operations require.

The position may be asked to be on-call or to deal with emergency situations outside of scheduled work hours. These situations should be infrequent and only at the request of the Director, President or manager on duty. Other than emergency situations or designated on call times, the Building Caretaker is not expected to respond to phone calls outside of scheduled work hours.

Benefits/Pay

Hourly rate between \$25-27/hour depending on experience.

Please send your resume and a cover letter describing your interest and experience to director@woodlawnellsworth.org

Woodlawn, P.O. Box 1478, Ellsworth, ME 04605. AA/EOE. Please no phone calls.

Note: Woodlawn may add to, modify, or change this job description at any time, in consultation with the employee. Woodlawn is an equal opportunity employer. The position requires the ability to lift up to 50 pounds and go up three flights of stairs.