MAINTENANCE MANAGER

Hammond Castle Museum
Gloucester, Massachusetts

Position Type: Full-Time, 40 hours per week
Compensation: $30.00–$35.00 per hour, depending on experience and qualifications
Reports To: Executive Director
Supervisory Responsibilities: One Custodian

Position Summary

Hammond Castle Museum seeks a dependable, experienced, and hands-on Maintenance Manager to oversee the care, cleanliness, maintenance, and preservation of the Museum's historic Castle, grounds, and facilities.

This position combines general building maintenance, janitorial operations, historic preservation, and staff supervision. The Maintenance Manager is responsible for ensuring that the Museum's historic property remains safe, clean, functional, and welcoming for visitors, staff, vendors, and event guests while supporting the long-term preservation of this unique historic landmark.

The Maintenance Manager will supervise one custodian, coordinate outside contractors and service providers, oversee routine and preventive maintenance, and work closely with the Executive Director to identify maintenance priorities and address the needs of the building and grounds.

The successful candidate will be comfortable performing hands-on maintenance and custodial duties while also organizing work, supervising staff, monitoring supplies and expenses, and responding to the changing operational needs of an active museum and special-event venue.

Key Responsibilities

1. Building and Facilities Maintenance

- Oversee the day-to-day maintenance and general upkeep of the Castle, outbuildings, and Museum facilities.
- Perform routine repairs and maintenance, including minor carpentry, painting, hardware repairs, plumbing-related tasks, and other general building repairs within the employee's qualifications.
- Conduct regular inspections to identify maintenance needs, potential hazards, water infiltration, deterioration, and other issues requiring attention.
- Establish and maintain a preventive maintenance schedule for building systems, equipment, and facilities.

- Monitor heating, ventilation, plumbing, electrical systems, and other building components; coordinate qualified contractors when specialized work is required.
- Maintain maintenance tools, equipment, and supplies in good working order.
- Report significant repairs, safety concerns, and capital maintenance needs to the Executive Director.

2. Historic Preservation and Protection of Museum Property

- Support the preservation of the Castle's historic architectural features, finishes, fixtures, and materials.
- Use appropriate cleaning and maintenance methods that protect historic surfaces and architectural details.
- Exercise care around museum collections, artifacts, furnishings, artwork, and historic building materials.
- Recognize and report conditions that may threaten the integrity of the building, collections, or grounds.
- Coordinate with the Executive Director and qualified preservation professionals on repairs or projects affecting historic materials.
- Avoid undertaking alterations or repairs to historic features without appropriate authorization.
- Help maintain the property in a manner consistent with its historic significance and long-term preservation goals.

3. Janitorial and Custodial Operations

- Oversee the cleanliness and presentation of public spaces, restrooms, offices, event areas, and other Museum facilities.
- Perform hands-on cleaning and custodial duties as needed, including sweeping, mopping, vacuuming, dusting, waste removal, and restroom sanitation.
- Supervise and coordinate the work of one custodian, ensuring that daily and periodic cleaning responsibilities are completed.
- Develop cleaning schedules and checklists appropriate to visitor operations, special events, and seasonal needs.
- Ensure that cleaning supplies and equipment are properly stored and used safely.
- Maintain a clean, orderly, and professional environment for visitors, staff, renters, and vendors.

4. Grounds and Exterior Maintenance

- Monitor the condition and appearance of the Museum grounds, walkways, entrances, parking areas, and exterior spaces.
- Perform routine exterior upkeep, including debris removal, seasonal cleanup, and minor grounds maintenance.
- Identify and report hazards involving walkways, stairs, railings, drainage, lighting, and other exterior features.
- Assist with snow and ice management as needed to support safe access to the property.

- Coordinate outside services for landscaping, pest control, waste removal, and other grounds-related needs as authorized.
- Help maintain the overall appearance and safety of the property while respecting its historic character.

5. Staff Supervision and Work Coordination

- Supervise one custodian, providing direction, setting priorities, and monitoring work quality.
- Assign daily and periodic tasks and establish clear expectations for cleaning and maintenance.
- Coordinate schedules and responsibilities to ensure that facilities are prepared for regular Museum operations and special events.
- Promote a safe, respectful, and productive working environment.
- Communicate maintenance and custodial priorities to the Executive Director and promptly report staffing or operational concerns.

6. Contractor and Vendor Coordination

- Coordinate with outside contractors and service providers for repairs, inspections, and specialized maintenance.
- Communicate project requirements and arrange access to work areas as needed.
- Monitor the progress and quality of authorized work and report concerns to the Executive Director.
- Help obtain estimates and provide information needed to plan and prioritize maintenance projects.
- Ensure that contractors understand the special care required when working in a historic museum environment.

7. Safety, Security, and Event Support

- Help maintain safe conditions throughout the Museum, including identifying and reporting hazards.
- Follow Museum safety procedures and ensure that cleaning products, tools, and equipment are stored and used appropriately.
- Monitor maintenance-related security concerns and report damaged locks, doors, windows, lighting, or other potential vulnerabilities.
- Assist with the physical setup, upkeep, and breakdown of Museum spaces for programs, weddings, private rentals, and special events as needed.
- Respond to urgent maintenance issues and coordinate appropriate assistance.
- Follow established procedures for emergencies and promptly notify the Executive Director of significant incidents.

8. Budget, Supplies, and Administrative Responsibilities

- Monitor maintenance and custodial supplies and maintain appropriate inventory levels.

- Help track maintenance expenses and identify cost-effective approaches to routine upkeep.
- Submit requests for supplies, equipment, and repairs in accordance with Museum procedures.
- Maintain basic records of inspections, completed work, preventive maintenance, and outstanding repairs.
- Provide regular updates to the Executive Director regarding building conditions, work completed, upcoming needs, and potential concerns.
- Carry out other related maintenance and facilities responsibilities as assigned.

Qualifications

Required or Preferred Qualifications

- Demonstrated experience in building maintenance, facilities management, custodial operations, or a related field.
- Experience supervising staff or coordinating the work of others.
- Practical knowledge of general building repairs, preventive maintenance, cleaning procedures, and grounds upkeep.
- Strong organizational skills and the ability to prioritize work in a busy, public-facing environment.
- Ability to recognize maintenance issues and determine when professional contractors are needed.
- Careful, responsible approach to working around historic materials, museum collections, and valuable property.
- Dependability, sound judgment, attention to detail, and a proactive approach to problem-solving.
- Ability to communicate effectively with the Executive Director, staff, contractors, and vendors.
- Ability to perform the physical requirements of maintenance and custodial work, including standing, walking, bending, lifting, and moving equipment or supplies, with or without reasonable accommodation.
- Flexibility to respond to seasonal maintenance demands and occasional event-related needs.

Experience working in a museum, historic property, historic house, or other preservation-sensitive environment is highly desirable. Familiarity with historic building maintenance and preservation practices is a plus.

Compensation and Benefits

Hourly Compensation: $30.00–$35.00 per hour, depending on experience and qualifications.

Employment Status: Full-time, 40 hours per week.

Paid Vacation: Regular full-time employees become eligible for paid vacation after 90 days of employment. Vacation is administered on a calendar-year basis according to the following schedule:

- **First and Second Years of Employment:** Two weeks of vacation annually.
- **Third Year of Employment and Thereafter:** Three weeks of vacation annually.

Vacation granted during the first calendar year of employment will be prorated based on the employee's hire date. Vacation must be scheduled in advance and approved by the Executive Director, subject to Museum staffing requirements and operational needs.

Paid Sick Time: Paid sick time is provided in accordance with applicable Massachusetts law.

Health Insurance and Retirement Benefits: The Museum does not offer employer-sponsored health insurance or a 401(k) retirement plan.

Other Employee Protections: Other legally required employee protections and benefits will be provided in accordance with applicable federal and Massachusetts law.

Work Schedule and Environment

This is a full-time position requiring 40 hours per week. The schedule will be established in coordination with the Executive Director and may require flexibility to accommodate seasonal operations, special events, urgent maintenance needs, or weather-related conditions.

The position involves both indoor and outdoor work at a historic property. The successful candidate must be comfortable balancing hands-on maintenance and custodial responsibilities with supervision, planning, and coordination.

How to Apply

Interested candidates should submit a résumé and a brief cover letter describing their relevant experience in maintenance, facilities management, custodial operations, staff supervision, or historic property care.

Applications should be submitted to Hammond Castle Museum using the application instructions provided in the job advertisement.