

THE MOUNT

EDITH WHARTON'S HOME

Facilities Director

The Facilities Director is responsible for oversight of The Mount's facilities and grounds management, operations, capital projects, and preservation needs. In addition, the Director will be a member of the leadership team and will ensure the preservation needs of The Mount are appropriately represented in all strategic decision-making.

This position reports directly to the Executive Director.

Main Responsibilities:

- **Facilities Operations and Maintenance**
The Facilities Director is responsible for all aspects of facility and grounds maintenance; engineering; IT; telephone and data accounts and services; management and programming maintenance for all fire, security, and HVAC equipment; custodial and security operations. Supervises the Grounds Superintendent, Facilities Assistant, cleaning contractors and all other vendors providing building maintenance support; and sets standards and best practices for the operation and maintenance of building and grounds systems.
- **General Project Management**
The Facilities Director leads the planning of both small and large projects; coordinates with architects, engineers and other experts; facilitates the approval and permitting of all proposed work as needed; negotiates and manages contracts with a range of contractors; and assists in the writing of grants and the creation of presentations in order to procure funding.
- **Budgeting**
The Facilities Director works directly with the Finance Director to prepare and monitor budgets for department annual operations and projects; negotiates purchase contracts with various vendors, utilities and building contractors.
- **Compliance**
The Facilities Director ensures The Mount's compliance with city, state and federal regulations, including licensing and inspection requirements governing building operations, construction, and modification.
- **Long-term Maintenance Planning**
The Facilities Director will assist in the creation of, maintain, and update The Mount's Strategic Plan for building preservation and maintenance and will initiate and oversee planned maintenance programs, including preventative maintenance for all major systems.

Qualifications:

- Training or studies in an engineering, construction, or historic preservation discipline.
- At least five years of facility management experience at a complex or historical facility. Previous supervisory experience required; construction project experience required.
- Working knowledge of electrical, mechanical, HVAC, and IT systems.
- Ability to solve problems efficiently and effectively under pressure. Detail and deadline oriented, while having the ability to “see the big picture.”
- Strong organizational and interpersonal communication skills. Ability to work well in team situations; interacting with the visiting public, trustees, donors, and other stakeholders required.
- Ability and willingness to be on-call 24 hours a day for emergencies.

Physical Demands:

The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hands to finger objects and controls. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

The Mount is an equal opportunity employer.

To Apply:

E-mail resume with cover letter to: info@edithwharton.org or mail to: The Mount, P.O. Box 974, Lenox, MA 01240, Attn: Tammy Walger.