



# Goodwood

MUSEUM & GARDENS

## POSITION AVAILABLE JULY 2022

Job Title: Facilities Manager  
Reporting: Executive Director

This half time position (20 hours per week) is responsible for the maintenance and restoration of Goodwood's buildings and structures, utility systems, security and safety systems, roadways and pedestrian pathways, and site-wide drainage. Due to the historic significance of the site, all projects will be considered and executed with regard to the Secretary of the Interior's Standards for Treatment of Historic Properties. The person holding this position will work closely with and support the Executive Director, the Director of Rentals, the Facilities Committee, the Board of Directors, and the volunteers of the museum in accomplishing these tasks. Responsibilities include, but are not limited to:

### Specific Duties:

- ❖ Administration of Facilities Maintenance:
  - Assess and address repair, maintenance, and restoration projects.
    - Projects include electrical, plumbing, carpentry, roofing, construction, appliance, masonry, roadway/pathway/hardscaping, pest/termite control, AV systems, internet, golf carts, and fire and security systems.
    - Perform repairs and maintenance as needed. Recruit support from staff and/or volunteers when necessary.
    - Supervise and oversee contractors, vendors and volunteers involved in maintenance projects.
    - Inventory and monitor maintenance tools and equipment.
  
- ❖ Administration of Facilities Projects:
  - Determine and communicate Goodwood's facilities needs to the Executive Directors(s) based on careful and regular observation of the buildings and grounds. Also receive and record repair needs communicated from the staff, board, and volunteers.
    - Gather information for repair and/or maintenance projects from vendors and contractors, documentation from past projects' records and files, internet research, and information from others involved at Goodwood. Information should include cost estimates for tasks to be

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accomplished and their impact to the property, as well as scheduling and feasibility in relation to the Goodwood calendar.

- Work with the Executive Director(s), Facilities Committee, and/or Board of Directors to obtain approval for work to be done. Oversee contracts including specific work descriptions for projects. Submit change orders for approval before the work is completed. Review and process invoices and forward to the Executive Director(s) for payment.
- Keep digital and paper records of invoices, contracts and work orders.

❖ Provide staff support for the Facilities Committee Chair:

- Prepare for meetings by compiling necessary documents (e.g., estimates, scope of work, work order changes)
- Several days prior to the meeting, provide committee members with documents via email.
- Record meeting minutes and distribute for approval within a week of the meeting.

❖ Support all general and fundraising functions at the Museum:

- Work with Executive Director(s), Director of Rentals and others involved in event rentals and Goodwood-sponsored events. Serve as staff support for these functions as needed.
- Obtain supplies needed for facilities and general museum functions.

❖ Serve as one of the contacts for security services:

- Receive and respond to notification of alarm activations.

Salary: \$16.40/hour

To apply: Respond to [jhumayun@goodwoodmuseum.org](mailto:jhumayun@goodwoodmuseum.org)

Learn more about Goodwood: [www.goodwoodmuseum.org](http://www.goodwoodmuseum.org)