

May 2016

The Society for the Preservation of Long Island Antiquities (SPLIA) is currently looking to fill the position of: **Property Manager**

### **Organization**

Founded in 1948, SPLIA is well-known as an early pace-setter in historic preservation and is today the principal preservation advocate and resource for Long Island's cultural heritage. The Society maintains four historic properties (three interpreted and one used as office headquarters), owns and interprets important collections of material culture from the region, spearheads advocacy for Long Island's historic resources, and maintains well-regarded education and publication programs.

### **Position**

Reporting to the Executive Director, the Property Manager is responsible for the maintenance of all SPLIA properties and for the supervision of per diem workers, custodians, and contractors. The position involves planning and supervision of capital expense projects and cyclical maintenance, as well as: the installation of exhibitions and the fabrication of required exhibit furniture; attendance and troubleshooting at special events; the monitoring and regulation of mechanical, security, and communication systems at the Society's various facilities; maintenance of all vehicles and equipment; and special projects which may be assigned from time to time. The Property Manager is also the Society's liaison to site custodians and first responder in emergency situations, assuring quick response and remedy for all SPLIA properties. Duties include:

- **Maintenance:** Conducting regular walk-throughs to assess conditions at all sites; performing and coordinating preventative maintenance and periodic upgrades to all mechanical systems (HVAC, de-humidification, air filtration and circulation, drainage and plumbing, electrical, fire and security); and identifying capital improvement needs.
- **Planning and Scheduling:** Prioritizing projects and tasks that can be accomplished within budget parameters; planning and preparation of specifications for larger/longer term projects, and soliciting estimates from outside contractors as part of annual budget preparation.
- **Grounds Maintenance:** Coordinating lawn trimming, hedge clipping, tree pruning, and fall and spring clean-ups.
- **Liaison to Site Custodians:** Ensuring responsibilities are being met according to agreed-upon terms.
- **Special Events:** Set up and break down at various SPLIA sites for recurring large events (e.g. Apple Festival, Sheep Shearing, and benefit parties), as well as auctions, education programs, meetings, workshops and other occasions.
- **Seasonal:** Installation and removal of storm windows and doors, gutter cleaning, inspection of safety equipment such as alarms, fire extinguishers, installation and removal of porch furniture, signs, hoses, etc. Painting, carpentry and other such tasks as may be required.

- Emergency Response: The Properties Manager will be the first call for security and fire alarms, responding regardless of the hour to emergency calls such as frozen pipes, fire/intrusions alarms, etc. and will also be charged with pest control i.e. bees, rodents, etc.
- Equipment: Repair and maintenance of all vehicles, tractors, lawn mowers, power tools, leaf blowers, etc.
- Pick-Up & Delivery: Furniture, books, acquisitions, supplies, mailings and others as needed.
- Exhibition Installations: Gallery preparation (light plaster repair, painting, moveable wall set up and break down, exhibit furniture preparation), art handling and transport.
- Hiring: Temporary help and outside contractors as needed.

This position requires a self-motivated person with excellent organizational and communication skills, and experience in identifying and solving property related issues and concerns. The candidate will have the ability to prioritize, supervise, and occasionally execute, multiple projects to completion. Knowledge in the maintenance of historic resources and the ability to read architectural drawings and produce maintenance reports are preferred. Hands on experience in the trades and/or traditional construction methods is a plus, as is proficiency in Microsoft Office and an interest in historic house interpretation. The candidate will have experience in managing people and operate effectively both independently and in a team environment comprised of consultants, vendors, contractors, colleagues, and volunteers. This position requires some lifting

### **Terms**

This is a salaried position with employee benefits: 40 hours per week with occasional evening, weekend, and emergency hours required. Candidates must have a valid driver's license and be able to drive a van and maneuver a trailer. Additionally, the candidate will have the physical condition to lift, bend, kneel, maneuver in tight spaces, work at heights, and have sufficient audio/visual abilities to the degree necessary for the successful performance of duties.

Compensation will be \$45,000 to \$50,000 per annum based on experience.

### **How to Apply**

Interested applicants should submit a cover letter and resume to:

Properties Manager Search

[info@splia.org](mailto:info@splia.org) or

Society for the Preservation of Long Island Antiquities

P.O. Box 148

Cold Spring Harbor, NY 11724

Search is open until August 26, 2016