

Job Title: Part-time Facilities Manager
Reports to: Chief Financial Officer
Status: Part-time, non-exempt - avg 20 hours/week



**HERITAGE
FOUNDATION**
WILLIAMSON COUNTY, TN

DOWNTOWN
FRANKLIN
ASSOCIATION

The
FRANKLIN
THEATRE

FRANKLIN
Grove
ESTATE & GARDENS

POSITION SUMMARY: The **Part-time Facilities Manager** will be key to the Heritage Foundation's historic property management. The manager will oversee key building operations, facility maintenance, repairs and some major capital improvements, as directed by the Chief Financial Officer and Managing Directors for properties.

ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation. The Heritage Foundation owns several properties and businesses that need facilities and operations support:

- **LeHew Magid Big House for Historic Preservation** (HF headquarters and offices)
- **Dr. McPhail building** (Downtown Franklin Association offices – facility is not owned, but is maintained by the Foundation)
- **The Franklin Theatre**
- **Franklin Grove Estate & Gardens** (Future site of art museum and botanical gardens around 2025/2026)
- **Moore-Morris History and Culture Center**

Responsibilities for these sites include:

- Consult with administrative personnel for the purpose of planning, prioritizing and scheduling facilities and operations activities and achieving site maintenance objectives.
- Oversee key building operations, maintenance, and major repairs in compliance with city codes and requirements. (**HVAC, electrical, plumbing, utilities, landscaping, irrigation, pest control, housekeeping, security systems, entry management systems, cameras, paid parking, company vehicles, facility repairs**, etc.)
- Work collaboratively with Foundation's Preservation team to ensure Department of the Interior standards are met for any work to historic aspects of the facilities.
- Liaise with the City of Franklin and any other governing bodies as it relates to needed certificates of appropriateness, building permits, electrical permits, etc.
- Engage and oversee all external contractors for facilities, operations, and maintenance work.
- Develop budgets and track short- and long-term facility expenses, equipment, and resource needs.
- Maintain all receipts, records, and bid information to ensure that facility maintenance and operations are executed within the organization's approved budgets.
- Inspects facilities to ensure that the sites are suitable for safe operations, are maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment, etc.
- Manage and conduct annual inventory of property and equipment and maintain on-going inventory of condition, use, location and storage of all organizational assets.
- Regular and reliable attendance, including some evenings and weekends (ability to be on-call for facility emergencies).
- Perform other duties as assigned.

KNOWLEDGE AND SKILLS: The requirements listed below are representative of the knowledge, skills and/or abilities required.

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Education and/or Experience: High School diploma and 5-7 years of hands-on experience managing facilities.

Computer Skills / Technical Knowledge: Microsoft Office Suite, with specific strengths in Excel or spreadsheet management.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and percentages.

Language Skills: Ability to understand, read, write and speak English. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, safety data sheets (SDS) or governmental regulations. Ability to successfully write reports, business correspondence and policy. Ability to effectively present information, respond to questions and professionally interact with managers, employees, clients, vendors and the general public.

Reasoning Ability: HIGH. Must be able to apply principles of logical thinking to define problems, collect pertinent data, establish facts, draw valid conclusions and initiate appropriate course of action. Must effectively convey ideas, images and goals to a diverse group of personalities.

Other Qualifications: Strong self-starter with impeccable problem-solving abilities. Must be a hands-on, "roll up your sleeves" team player. Proven success managing multiple facilities is required. Ability to troubleshoot and repair some equipment and facility elements on-the-fly is preferred. Basic/general construction know-how is preferred. General knowledge of computer applications for the frequent use of electronic mail, word processing, data entry, spreadsheets, graphics, etc. Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must be detail oriented and organized with the ability to perform duties under pressure, prioritize workload, and timely meet deadlines. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends.

PHYSICAL AND MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for extended periods of time; use hands to touch, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders; balance; stoop, kneel, bend, crouch or crawl; talk or hear; taste or smell. The employee must frequently lift and/or move up to 50 pounds. Repetitive motion of upper body. Required specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee must be able to work in a fast-paced, sometimes stressful, customer service-oriented environment, perform duties under pressure and meet deadlines in a timely manner. The employee must work as part of a team, complete assignments independently and take instructions from supervisors.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

Works in both a well-lit and dark climate-controlled theatre environment where various equipment is used including sound, lights, concessions, etc.; some equipment has moving mechanical and electrical parts. May need to work in tight spaces with poor ventilation. May frequently work in outside weather conditions being exposed to wet and/or humid conditions. May be exposed to hot and cold temperatures. May be exposed to fumes or airborne particles and toxic or caustic chemicals, flammables, pesticides, etc.

Noise level varies from an office environment to theater entertainment.

No overnight travel required.

HOW TO APPLY: Please send an email to Leanne Portzel (lportzel@williamsonheritage.org) to submit your application. No phone calls please.