

Stratford Hall
Position Description
Maintenance Technician

Title: Maintenance Technician

Reports to: Director of Preservation and Maintenance

Supervises: N/A

Pay: \$15.50 - \$19.00 per hour

Stratford Hall, a National Historic Landmark, is seeking candidates for the position of **Maintenance Technician**. This is a full-time, non-exempt position of 40 hours per week.

Summary:

Stratford Hall's Maintenance Technician will assist with the maintenance of its 70 plus buildings, in support of its overall building preservation and operations policy. This position requires frequent hands-on cyclical maintenance work, including but not limited to plumbing, electrical, roof repairs and carpentry. The Maintenance Technician will spend much of their time working with the non-historic structures on the property. A large component of this work will deal with over 30 log structures on site. The Maintenance Technician will also assist the Department with preservation of its historic structures as needed.

Primary Duties and Responsibilities:

- Completion of work orders for tasks related to the physical maintenance and repairs of buildings.
- Respond to emergency maintenance situations when needed.
- Implement a comprehensive preventative maintenance plan for all non-historic buildings.
- Coordinate work of contractors on projects and general maintenance, as needed and assigned.
- Perform and manage maintenance duties and activities, including but not limited to electrical, plumbing, HVAC, security/fire suppression and water systems.
- Assist with the annual condition assessment of historic and non-historic structures.
- Assist with maintaining records and files related to maintenance efforts.
- Assist with the maintenance of department tools, vehicles, and equipment.
- Assist with cyclical maintenance in the historic area.
- Support large onsite events and programs, as needed and assigned.
- Weekend work and being on-call for weekends will be required at times.
- Additional duties as assigned.

Education & Experience

Education

- High School Diploma
- Associate degree or Technical Program Certificate is preferred.

Experience:

- Experience in building maintenance and/or historic preservation.

Specialized Skills:

- A demonstrated proficiency in building maintenance.
- Ability to organize and prioritize tasks to ensure accuracy and timely completion.
- Ability to understand manufacturers specifications and written operational procedures.
- Familiarity with a wide range of building methods and materials.
- Good computer skills and proficiency in Microsoft Office programs.

Physical Requirements:

- Ability to perform construction work, including lifting and carrying and associated manual labor.
- Ability to lift and carry up to 50 lbs; Ability to stand for long periods of time; Ability to bend and crawl; Ability to climb and balance on ladders.

About Us:

Stratford Hall is a National Historic Landmark located in Westmoreland County, VA nestled along the Potomac River. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration of Independence, Stratford Hall will leverage the upcoming 250th Anniversary of the birth of our nation to reintroduce our broad and diverse stories to our communities and stakeholders. A model of historic preservation and land conservation, Stratford Hall contributes actively to the Northern Neck community and encourages applications from strategic thinkers committed to joining this collaborative and dynamic leadership team as we undergo a transformative strategic planning process.

What We Offer:

Stratford Hall pays a competitive salary for the non-profit sector. We are an Equal Opportunity Employer committed to creating an inclusive and collaborative culture among our staff, which we believe is critical to advancing our mission. Prospects interested in helping to ensure Stratford Hall remains relevant for future generations and in making a difference at our historic site, in our field, and to our community are encouraged to apply. For more information about our organization please visit www.stratfordhall.org

How To Apply:

Please email a resume and cover letter to Phil Mark at pmark@stratfordhall.org with “Maintenance Technician Job Search” in the subject line if you are interested in applying for this job. The position will remain open until filled.

The organization does not discriminate based on race, ethnicity, religion, gender, gender identity, sexual orientation or any other characteristic protected by law.