Tudor Place Historic House & Garden, a 5 ½ acre historic estate located in the Georgetown neighborhood of Washington, DC, seeks a **Maintenance Technician** to maintain the National Historic Landmark house and other structures on the property plus the gardens and grounds in a condition of excellence, cleanliness, and safety. Each person in the small department of horticultural and cleaning staff wears many hats: the ideal candidate will enjoy the wide variety of tasks and projects on the organization’s punch list.

*At this time, all Tudor Place staff members are required to adhere to additional and specific guidelines for workplace, employee, and visitor health and safety. As the organization implements a phased plan of reopening the site to the public, processes and policies are being updated to ensure safety and offer a positive visitor experience. It will be imperative for the Maintenance Technician to work as a collaborative team member in the Buildings, Gardens & Grounds department and to adapt as needed.*

**RESPONSIBILITIES**

- Monitor and oversee general maintenance and repairs of structures and systems for historic site and historic buildings including offices, furniture, garden structures and fences, mechanical systems, plumbing, and electrical systems
- Perform maintenance tasks including painting, cleaning, light carpentry, electrical repair, and plumbing repairs
- Assist with the maintenance of the gardens and grounds including snow removal, raking leaves, maintaining walkways, clearing drains, and maintaining water features
- Assist Director of Buildings, Gardens and Grounds with scheduling and supervising maintenance contractors and consultants
- Assist with safety and security on the property, including maintenance of perimeter fences, locks, and outdoor lighting
- Handle paperwork and create reports related to maintenance projects, in accordance with departmental procedures
- Assist Director of Buildings, Gardens & Grounds in the creation of annual budget.
- Set up and break down furniture and equipment for events, rentals and programs, as needed, in coordination with other departments

**EXPERIENCE & EDUCATION REQUIREMENTS**

- 3-5 years of increasing responsibility in facilities management, preferably at a museum or historic site
- Hands on experience with facilities repairs and maintenance, and the care and upkeep of grounds
- High school diploma

**KNOWLEDGE, SKILLS & ABILITIES**

- Working knowledge of plumbing, carpentry, electrical repair, safety procedures, and basic power/hand tools
• Ability to establish and maintain successful working relationships with a wide variety of people and meet established deadlines; must be able to work independently in a collaborative environment
• Proficiency in Microsoft Outlook, Excel, and Word; general computer literacy
• Strong written and verbal communication skills,
• This position requires the ability to operate machinery and/or power tools
• The physical requirements of this position are classified as medium work (moving objects of up to 50 pounds)
• This position requires climbing (stairs, ladders), stooping, kneeling, reaching, standing or walking for extended periods, lifting, grasping, visual acuity, keen spatial awareness, and the ability to move within constricted spaces
• Ability to work in a range of environmental conditions
• Combination of experience and/or formal training in the HVAC, and Mechanical, Electrical and Plumbing (M.E.P.) systems is highly desirable. Carpentry and painting skills are highly desirable.
• Knowledge of basic historic preservation practices and care of historic landscapes is preferred
• High level of maintenance, repair, and practical problem-solving skills is preferred
• Demonstration of excellent project management skills is preferred

WORK SCHEDULE
A flexible 24-hour/week schedule is offered.

COMPENSATION & BENEFITS
Compensation is based on experience. Salary range is $20-22/ hour.

Tudor Place prides itself on providing excellent benefits to eligible employees, including paid leave, paid holidays, free onsite parking, and a staff Museum Shop discount.

TO APPLY
Please email Helen Hubbard-Davis, Director of Finance & Administration at careers@tudorplace.org with resume and cover letter. Please include “Maintenance Technician” in the subject line. No phone calls please

Tudor Place is an Equal Opportunity Employer