



JOB DESCRIPTION

April 2026

Title: **BUILDINGS AND GROUNDS MANAGER**

Reports to: Executive Director

Salary Range: \$45k - \$52k Annually (DOE)

Job Summary:

The Buildings and Grounds Manager ensures the security and maintenance of Bennington Museum buildings and grounds. This position directs the maintenance and security department operations which include maintenance services, security operations, the implementation of site repairs/construction, and preventative maintenance.

Job Duties & Responsibilities:

- Inspect facilities; identify maintenance problems; determine the costs of repair; evaluate and assist in the prioritization of maintenance items; and coordinate, and/or perform needed repairs.
- Establish daily and weekly cleaning schedules with staff and contractors.
- Determine and schedule repairs, renovation projects, waste reduction improvements and safety inspections while minimizing disruptions in the facility (buildings and grounds) use.
- In conjunction with the Executive Director, prepare and manage the department's annual budget for maintenance and security.
- Supervise and evaluate all regular and temporary maintenance and security staff.
- Supervise the work of all contractors who work on the buildings and grounds.
- Advise the Executive Director concerning necessary maintenance, staffing, etc.
- Ensure cleaning, upkeep and safety standards are maintained, or inefficiencies are discovered.
- Identify and solve safety problems that are associated with the buildings and grounds.
- Maintain the documentation of Safety Data Sheets (SDS).
- Control costs for maintenance and custodial services by assuring the security of sensitive items and monitoring the use of cleaning supplies and chemicals.
- Ensure the Museum is in compliance with all applicable federal, state, and local laws regarding public buildings and their maintenance.
- Perform additional duties and responsibilities as assigned.

Skills and Qualifications:

- Bachelor's Degree in Business, Engineering, General Construction, Architecture, or a related discipline is desired. However, any combination of education, training, and/or experience which demonstrates ability to perform the required duties will be considered.
- Five years of job-related experience, with at least three years of supervisory/management experience, in facilities maintenance and/or construction including managerial experience in purchasing, supplies, groundskeeping, and equipment repair.
- Working knowledge of federal, state, and local laws related to the operations and maintenance of public facilities.
- Valid Driver's License and Evidence of Insurability required.
- Proficient with Windows-based programs. Familiarity with Google Suites is a plus.

- Knowledge of building management systems including HVAC and fire alarm controls.
- Ability to supervise staff; good communication skills; demonstrated ability to work well with administrators and staff throughout the Museum.

Bennington Museum considers for employment and hires qualified candidates without regard to age, religion, sexual orientation, protected veteran or disability status, or any other factor prohibited by law. Bennington Museum fully endorses equal opportunity for all.

How to Apply: Please email letter of interest and resume to administration@benningtonmuseum.org with the subject line *Buildings and Grounds Manager*.