



JOB TITLE: Facilities Assistant

EMPLOYMENT CATEGORY: Full-time / Hourly, Non-Exempt

COMPENSATION: \$19 to \$23 hourly

REPORTS TO: Property Manager

ABOUT HISTORIC ANNAPOLIS

The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark.

POSITION SUMMARY

The Facilities Assistant performs various tasks to maintain historic buildings and modern facilities under HA's stewardship. This role involves responding to facility needs of staff and tenants, completing or coordinating repairs, and scheduling and meeting with vendors and contractors.

MAJOR RESPONSIBILITIES

- Provide maintenance at all Historic Annapolis properties (13) to ensure smooth operations; consult Master Maintenance Plan for prioritization and scope of regular building maintenance.
- Conduct regular building inspections and schedule preventive maintenance for HVAC systems, plumbing, pest control, elevator, and other critical infrastructure.
- Carry out general handyman tasks.
- Be available to respond to facility emergencies during and after regular hours and on weekends, such as power outages, water leaks, or system malfunctions, and security or fire alarm notifications.
- Ensure all buildings comply with health and safety regulations, including fire safety.
- Maintain up-to-date documentation of projects, including but not limited to warranties, work orders, bills, and email correspondence.
- Maintain inventory of maintenance supplies, tools, and equipment, and make requests for ordering replacements as needed.
- Prepare buildings commonly affected by flooding; work with the grounds team to prep and clear building entrances, sidewalks, driveways, and parking lots in inclement weather.
- Set up and break down event spaces, including tables, chairs, and other equipment for HA events.

DESIRED QUALIFICATIONS

High School Diploma or GED required. Prior experience must include facilities operations and maintenance services and handyman skills. Ability to multi-task, work under pressure, and meet deadlines required. Carpentry and/or painting skills considered a plus.

Other Qualifications

- Strong knowledge of building systems (HVAC, plumbing, electrical), maintenance processes, repair techniques, and safety regulations.
- Good problem-solving and organizational skills to manage multiple projects in a fast-paced, team-oriented environment.
- Strong communication abilities, spoken and electronic (email, text).
- Working knowledge of budgeting, cost control, and vendor management.
- Proficiency in using hand and power tools for repairs and maintenance.
- Valid driver's license.

EQUAL OPPORTUNITY EMPLOYER

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

To apply, please send your cover letter and resume via e-mail with the subject "Facilities Assistant position" to hr@annapolis.org by June 15, 2025.