



Building & Grounds Manager

Hallockville Museum Farm (HMF) is seeking an individual to fill the role of Building & Grounds Manager. Hallockville has a mission of taking Long Island back to its family farming roots and exploring their relevancy today. Its mission is to create a vibrant, active, and inclusive Hallockville community rooted in history and focused on the future.

The Manager position has 4 primary areas of responsibility: (1) Animal Care, (2) Buildings & Grounds Maintenance, (3) Events, and (4) General Administration.

Duties and Responsibilities

Animal Care

- Daily feeding and watering of all farm animals
- Cleaning of animal enclosures
- Maintaining and arranging the upkeep of animals living on farm
- Ensuring the safety and well-being of animals throughout the year

Buildings and Grounds Maintenance

- Maintenance and operations of HMF's physical plant and grounds to include custodial, maintenance, grounds, transportation, facility operations, and repair projects
- Maintain the master plans and prints of the campus pertaining to buildings, roadways, pathways, parking lots, and utilities, including electrical, gas, water, telephones, and service lines.
- Routine grounds maintenance, including garbage disposal, grass mowing, and leaf removal, general repairs
- General maintenance and light repair of historic buildings, including plumbing, infrastructure, tanks, filters, fencing, etc.
- Supervise and assist in the maintenance of HMF on-property rentals.
- Maintain community garden plot and act as supervisor for irrigation and other garden-related issues that may arise

Events

- Plan and execute set up and take down of major Hallockville Museum Farm Public events (i.e., Country Fair, Fleece & Fiber Festival, Summer Camp),
- Prepare necessary facilities for HMF Workshops & Classes
- Represent Hallockville Museum Farm as staff member needed.
- Maintain and prepare portable lavatory for special events; set up, clean, maintain, and winterize.

General Administration

- Represent HMF on and off campus in a professional capacity.
- General HMF Administrative duties per the direction of the Executive Director.

General Skills

- Strong communication skills
- Ability to walk across a 28-acre historic site, up and down stairs, and lift boxes of up to 50 pounds.
- Innovative, creative thinker who gets the job done through organization and problem-solving.
- Collaborative and team-oriented, yet with the ability to work independently.
- Strong organizational skills and the ability to manage numerous projects simultaneously.



Building & Grounds Manager

- Evaluating and developing procedures, standards, and methods for building maintenance and improvement, and groundskeeping
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Exercising sound independent judgment within general policy guidelines.

Experience and Qualifications

- Must be comfortable with animals, children, and large groups.
- Experience with Microsoft Office Suite
- Principles and practices of facility maintenance and groundskeeping.
- Safety and safe working practices for building maintenance, custodial, and groundskeeping work.

Hours and Compensation

- Part-time, 9:00 am to 12:00 pm daily
- Occasional need for expanded hours on weekends for special events and workshops.
- Salary commensurate with experience.

Application

- Applicants must submit the following:
 - Cover Letter
 - Resume
- Electronic submission of the Cover Letter and Resume as attached PDF files are preferred and should be sent to roberta@hallockville.org.