



Birmingham Civil Rights Institute Job Description

The Birmingham Civil Rights Institute (BCRI), founded In 1992 was Inspired by Rev. Fred L Shuttlesworth. BCRI is an educational, cultural, and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham, Alabama. BCRI is a part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present, and foster racial equality and civil and human rights for present and future generations.

Job Title: Building & Grounds Superintendent

Reports To: Director of Operations

FLSA Status: Exempt

Work Hours: 9:00am – 5:30pm M-F as needed on weekends and special events

Job Summary:

Serves as the person responsible for the safety and overall upkeep of the BCRI's building and grounds. Position oversees the security, cleaning and proper operation of the systems in the building and on the grounds.

Responsibilities

- Direct supervision of the maintenance staff on a daily basis
- Trains and instructs staff in the proper methods and techniques of cleaning, repairing and general upkeep of the building
- Directs the contract janitorial staff on what needs to be done on a weekly basis to keep the facility clean
- Directs and oversees contractors responsible for the operation and maintenance of all mechanical and electrical systems in the building except for the computers and telephone equipment
- Directs and reviews the contractors engaged in the repairing and maintenance of the elevator, plumbing, heating and air conditioning equipment
- Develop a schedule for continued inspection and maintenance of the fire protection, burglar alarm, pest control, and fire alarm systems in the building
- Performs mechanical work such as rebuilding, compressors, pumps and installing filters, etc.
- Orders cleaning materials, HVAC and electrical supplies and equipment to carry out duties and responsibilities
- Assist in the installation of special exhibits and set-ups for special events
- Serves as backup Security Manager responsible for the supervision of day-to-day operation of the department in the absence of the Operations Manager
- Prepares deposits of cash and checks collected from the Ticket Booth, Gift Store and Accounting

Skills Required:

- Strong technical skills in building systems and maintenance.
- Excellent problem-solving and decision-making abilities.
- Effective communication and interpersonal skills.

- Ability to manage multiple tasks and prioritize effectively.
- Proficiency in using maintenance management software and Microsoft Office Suite.
- Ability to lift heavy objects, climb ladders, and perform physically demanding tasks.
- Ability to work in various weather conditions.

Minimum Qualifications:

High school diploma or equivalent. Technical training or certification in building maintenance, HVAC, plumbing, or electrical systems is required. Minimum of 5 years of experience in building maintenance or a related field, with at least 3 years in a supervisory role. Must have a valid driver's license and the ability to respond to emergencies outside of regular working hours.

Salary Range:

Physical Job Requirements:

While performing this job, the employee must have the ability to lift heavy objects, climb ladders, and perform physically demanding tasks. The employee for this position must have the ability to work in various weather conditions.

EEO Statement:

BCRI is an equal opportunity employer. All Applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Disclaimer:

This job description reflects essential job functions and basic duties of the job and is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, or abilities that may be required.