



Linden Place Caretaker

Linden Place seeks a full time Caretaker effective January 1, 2025. The salary packages includes a 3-bedroom, 2-bathroom apartment attached to the main mansion.

Background:

Linden Place is a historic estate museum and arts center in the heart of downtown Bristol, RI. The 1810 Federal-period mansion and accompanying ballroom, sculpture garden, and outbuildings built by one of America's wealthiest and most influential families is today a thriving museum. The mansion and grounds are open to the public throughout the year.

Description of Duties:

The Caretaker is responsible for overall property, facilities management, and maintenance, and should have experience or knowledge in basic carpentry, painting, mechanical, alarm response, fire safety, and keys/security systems.

The Caretaker coordinates with the Buildings and Grounds Committee and the Executive Director to identify and prioritize tasks. This includes repair and maintenance projects requiring the assistance of contractors or vendors, participates in soliciting estimates and evaluations of project costs, monitors work of vendors or contractors, and assists in the review of construction or remodel plans to assure compliance with preservation standards and to ensure the maintenance of the grounds and gardens.

The Caretaker is the on-site staff member who responds to off-hours alarms and emergencies to ensure that all facilities are protected and remain operational. This includes opening and closing buildings in accordance with the event schedule, ensuring all buildings are properly secured each night, and regularly surveying the property for vandalism, damage, etc. Additionally, the Caretaker serves as the property manager for the organization's three tenants: the Bristol Art Museum, an office space, and a residential apartment.

Responsibilities include:

- Managing and maintaining the property and facilities
- Overseeing campus maintenance
- Performing property inspections
- Evaluating and prioritizing needed repairs
- Obtaining estimates for work to be done from outside contractors and vendors
- Meeting with contractors and overseeing work progress and quality
- Ordering supplies as needed for property and grounds maintenance
- Serving as Property Manager for all property tenants
- Operating and maintaining the lawn irrigation system
- Oversee snow removal and keep the walkways and steps free of snow and ice



- Assisting the Executive Director and Buildings and Grounds Committee with planning of maintenance, creation of a master plan, and project schedules
- Preparing weekly recycling and garbage for pick up
- Off-hours security contact
- General buildings and grounds maintenance
- Assisting with the set-up and break-down for Linden Place's special events (excluding weddings)

Skills and Qualifications:

Must have a valid drivers' license for operation of a motor vehicle in Rhode Island. A minimum of five years of maintenance, construction, or repair experience is required. Expertise in woodworking and carpentry skills are especially desirable. Experience with historic properties and historic preservation are especially desirable.

Work Environment and Physical Requirements:

While performing the duties of this job, the Caretaker is regularly required to stand; walk; climb stairs and ladders; use hands and fingers to handle objects, tools, or controls; and move objects and equipment.

Work Hours and Benefits:

This is a full-time salaried position. The Caretaker is expected to work during normal weekly business hours (Monday – Friday, 9am – 5pm) with the understanding that after-hours and weekend responsibilities will arise. The Caretaker has flexibility to adjust their schedule to fit the position's needs and responsibilities.

The Caretaker is provided with an apartment that includes utilities. The housing component has a fair market value of \$42,000. The Caretaker is also eligible for health insurance, paid time off, and a 401k. Annual salary range is based on experience at \$30,000 to \$35,000.

To Apply:

Linden Place encourages applicants from traditionally underrepresented groups to apply. All applicants are considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other status protected by law.

Please send a resume and a letter of interest to cmassey@lindenplace.org. Applications will be reviewed on a rolling basis but should be received no later than November 30, 2024.