Property & Facilities Manager
Fort Adams | Newport, Rhode Island

About Fort Adams
The Fort Adams Trust is a nonprofit organization dedicated to the preservation, restoration, and interpretation of Fort Adams, one of the largest coastal fortifications in the United States, located in Newport, Rhode Island. The Fort is a working landmark that hosts educational programming, guided public tours, and ongoing restoration, all to enhance and share the Fort's history with current and future generations.

About the Role
The Fort Adams Trust is seeking a Property & Facilities Manager to take ownership of the day-to-day care, maintenance, preservation, and restoration of one of the country's largest coastal fortifications. This role sits at the intersection of historic preservation and active site management. Fort Adams is not a static museum property, but a working landmark that hosts educational programming, public tours, and major public events that bring significant crowds, vehicles, staging, and equipment onto historic grounds.

This is a hands-on role. The ideal candidate is just as comfortable reviewing a contractor's bid or walking an inspector through the site as they are picking up tools to fix a door, clear a drain, or repair a railing. We are looking for someone who understands project management and the regulations that govern a historic, publicly accessible property; who can manage people, vendors, budgets, and competing priorities with sound judgment; and who takes pride in doing the work themselves when that is the right call.

Position Description
Maintenance & Site Care
- Work with the Executive Director and staff to oversee the day-to-day maintenance, preservation, and safety of Fort Adams' buildings, grounds, infrastructure, equipment, and historic resources.
- Develop, implement, and maintain preventive and routine maintenance schedules for buildings, grounds, building systems, equipment, and site infrastructure.
- Respond to day-to-day maintenance requests and property issues, and see them through to resolution.
- Perform hands-on maintenance and repairs, including carpentry, painting, basic plumbing and electrical work, doors and hardware, lighting, drainage, railings, and fixtures.
- Monitor building and operational systems (plumbing, electrical, drainage, HVAC, fire and life-safety, golf carts), and bring in specialists when outside expertise is needed.
- Manage tools, equipment, vehicles, supplies, keys, and access systems, including inventory and purchasing.

Preservation & Compliance
- Monitor the condition of historic structures and fabric, and coordinate evaluation, stabilization, and restoration work.
- Ensure work affecting historic fabric follows the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Coordinate permits, inspections, and approvals with state park staff, building and fire officials, the Rhode Island Historical Preservation & Heritage Commission, and other agencies.

Inspections, Safety & Emergencies

- Regularly inspect buildings, grounds, tour routes, casemates, tunnels, ramparts, restrooms, and utilities. Prioritize needs based on safety, urgency, historic significance, and available resources.
- Correct hazards when possible, restrict access when necessary, and document conditions and corrective actions.
- Maintain emergency procedures, and lead storm and emergency response, including damage assessment, temporary stabilization, cleanup, and contractor coordination.

Projects, Contractors & Budgets

- Scope, budget, schedule, and manage small- to mid-size maintenance, restoration, and capital projects. Serve as the Trust's on-site representative during contracted work.
- Solicit and evaluate bids, oversee contractors and vendors, verify completed work, review invoices, and make sure contractors follow site rules, safety requirements, and preservation standards.
- Help develop annual operating and capital budgets, track project spending and status, and maintain a long-term capital needs assessment so the Trust can plan ahead rather than react.

Records, Coordination & People

- Maintain accurate property and maintenance records, including inspection reports, work performed, photographs, service records, warranties, equipment information, permits, and certifications.
- Coordinate work schedules with tours, programs, tenants, and events to minimize disruption.
- Build and manage a volunteer program, and train and oversee volunteers, seasonal staff, and apprentices working on-site.
- Other duties as assigned.

What We're Looking For

Preferred

- Three or more years of experience in facilities or property management, building maintenance, construction, the trades, or a related field.
- Hands-on maintenance and repair skills, and you enjoy doing the work yourself.
- Experience managing projects and contractors, including bids, budgets, schedules, and quality of work.
- Working knowledge of building systems, codes, permits, and life-safety and accessibility requirements.
- Organized and self-directed: you can juggle priorities, keep good records, and make sound calls when something unexpected comes up.
- A clear communicator who works well with staff, volunteers, contractors, agencies, and the public.
- Comfortable with basic computer tools (Word, Excel, or similar).

Nice to Have

- Historic restoration or preservation trades experience (masonry, roofing, structural), or familiarity with the Secretary of the Interior's Standards.
- Experience at a nonprofit, museum, state park, or historic site, including grant-funded or public projects.
- Experience with work-order or facilities-management software.
- OSHA 10/30, First Aid/CPR, or willingness to get certified.

Physical Requirements

- Able to work outdoors in all coastal weather, and safely in tunnels, casemates, stairs, and uneven terrain.
- Able to lift up to 50 lbs, climb ladders, and do physical maintenance work.
- Valid driver's license.

Don't meet every qualification? We still encourage you to apply. We value hands-on skills and a willingness to learn as much as a perfect résumé.

Position Details

This is currently structured as a ten-month position (March–December), with flexibility to discuss a year-round arrangement. The schedule is flexible and follows seasonal operations, public programming, special events, maintenance needs, inspections, and emergency conditions. Evening, weekend, holiday, and early-morning work may be required, particularly during the operating and event season.

Compensation is $32–$40/hour depending on experience, or the salaried equivalent, plus benefits. The position may be structured as hourly or salaried, depending on the candidate's preference and the needs of the organization.

The Property & Facilities Manager reports to the Executive Director and coordinates with staff, contractors, vendors, volunteers, regulatory agencies, preservation partners, and event organizers.

The Fort Adams Trust is an equal opportunity employer. We are committed to building a diverse team and welcome applicants of all backgrounds and abilities. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability, veteran status, or any other protected characteristic.

How to Apply

Please email your resume and a brief note about your relevant hands-on experience to pmarshall@fortadams.org with the subject line "Property & Facilities Manager Application." Applications are reviewed on a rolling basis.