



Job Title: Building & Grounds Superintendent
Reports to: Vice President of Finance and Operations

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The Birmingham Civil Rights Institute (BCRI), founded in 1992 and inspired by Rev. Fred L. Shuttlesworth, a bold, charismatic minister who used his pulpit to forcefully protest Jim Crow segregation despite three dynamite attacks on his church. BCRI is an educational, cultural and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham. BCRI is 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.

BCRI is an Equal Opportunity Employer. The Institute does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, sexual orientation or any other factor prohibited by law. The Institute hires and promotes individuals solely on the basis of their qualifications for the job to be filled. The Institute encourages all qualified candidates to apply for vacant positions at all levels. This description shall not be construed as a contract for a specific period of employment.

Overview

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 (TRACO) 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

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Application Instructions

Please submit resume and cover letter to hr@bcri.org.

About BCRI: The Birmingham Civil Rights Institute is a cultural and educational research center that promotes a comprehensive understanding for the significance of The Civil Rights Movement in Birmingham. For nearly three decades, we have enlightened each generation about civil and human rights. A part of the Birmingham Civil Rights National Monument and an affiliate of the Smithsonian Institution, we stand strong as the cornerstone of the civil rights story, a living memorial with an ongoing mission.

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