



CLASS SPECIFICATION FOR:

Historic Preservation Conservator

General Statement of Duties:

Under general supervision, serves as expert resource, coordinating the conservation, preservation, restoration and maintenance of County's historic structures, sites, signage and markers, in an assigned location, as well as multiple locations County-wide; collaborates with County personnel agencies, resources and others outside the County to obtain and provide information and assistance in a variety of conservation, preservation, restoration and maintenance circumstances; does related work as required.

Distinguishing Features of Class:

An employee in this class serves as the County's conservation and preservation expert performing skilled, professional level work with responsibilities for conservation, preservation, restoration, repair and maintenance of County-owned historical structures, sites, signage and markers (coordinates the County Historic Signage processes); oversees or assists with the movement, display and care of artifacts on display; coordinates logistics, site and safety concerns, programming, communications and budgeting. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. The incumbent works independently and on own initiative and receives general supervision with difficult or unusual problems discussed with the supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Conducts regular inspections of County-owned historical structures, sites, signage and markers identifying any work necessary to its integrity and preservation and performs routine and preventative maintenance and cleanings;
- Makes or initiates repairs with the appropriate resource;
- Oversees implements and monitors a variety of ongoing projects such as the renovation, restoration, installation, maintenance and repair of a wide variety of historic sites, structures, signage and markers by serving as primary contact and liaison with contractors, vendors, engineers, the public, County staff and purchasing agents;
- Performs regular proactive inspections for and responds appropriately to site/structure infestations;
- Collaborates with the department's marketing staff to assist with the promotion of programming and other assigned activities;
- Assists with the planning and preparation of historical sites and structures for special events and exhibits;
- Ensures environmentally safe display of artifacts and programming in County-owned historic structures;
- Develops and maintains policies and procedures for the care and physical management of numerous County-owned historical structures, sites, signage and markers within the context of local, state, and federal laws and regulations;
- Coordinates, develops, prioritizes and recommends a comprehensive list of short and long-range capital improvement plans pertaining to the conservation, preservation, restoration, repair and maintenance of numerous County-owned historical structures, sites, signage and markers;
- Develops project specifications, reviews bids, and contracts with Purchasing Division according to current procurement and fiscal guidelines and ensures delivery of services as contracted, reviews contractors' invoice for accuracy and approves payment, including submitting any required paperwork (paper and electronic);
- Initiates cost projections for conservation, preservation, restoration, repair and maintenance of County-owned historical structures, sites, signage and markers and related activities and manages conservation, rehabilitation, restoration and repair activities within approved budget;
- Tracks, monitors and manages activities within approved Cost Center Budget;
- Develops disaster response and risk mitigation plans and kits, including recovery and restoration plan kits, and implements plans during disaster events;
- Assesses historic sites and structures' condition and damages after incidents, weather and disaster events, develops and implements a response plan with appropriate resources;
- Maintains extensive accurate records of every County-owned historical structure, site, signage and marker including history, structural features, systems, preventative maintenance, repairs, restoration and conservation efforts;
- Maintains up-to-date knowledge of and records for County-owned historical sites and structures' physical features (e.g. siding, windows, etc.) and systems operations including but not limited to HVAC, humidity controls, etc.;
- Maintains an up-to-date knowledge of the preservation, conservation, movement, display and interpretation protocols and techniques for historical sites and structures;
- Ensures the facilities are a safe environment for historic site visitors, general public and employees;
- Trains, supervises, provides performance feedback and schedules volunteers, temporary and/or seasonal staff as well as contractors and/or high school interns, as needed, engaged in the conservation, preservation, restoration, repair and maintenance of County-owned historical structures, sites, signage and markers;



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Examples of Assigned Duties continued:

- Assists with facility programming, concession stand operations, and event activities County-wide as assigned;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on various committees and boards as liaison between the community and the County as assigned;
- Leads or handles special projects;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Thorough knowledge of principles and practices of the preservation, conservation, rehabilitation, repair and maintenance of historical structures, sites, signage and markers; thorough knowledge of relevant local, state and federal preservation regulations and guidelines including extensive knowledge of the Secretary of the Interior's standards for rehabilitation; thorough knowledge of history, including local history; extensive knowledge of restoration and rehabilitation methods and material management and conservation; extensive knowledge of material management and conservation; thorough knowledge of the County's historical resources; thorough knowledge of departmental and County resources available for repairs and maintenance; knowledge of occupational hazards, safety precautions, and safety regulations related to construction projects, equipment operation and other work related precautions; sound working knowledge of building systems including but not limited to HVAC, boilers, electrical, plumbing, security systems, humidity controls, lighting; sound working knowledge of integrated pest management; ability to develop and maintain sound preservation and conservation policies and procedures; ability to balance conservation concerns and activities with economic and environmental concerns; ability to work effectively as a team member and/or leader; excellent research, analysis, judgment and decision making skills including the ability to make sound decisions with short-term and long-term impacts; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to multitask; project management skills; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with County officials, employees, interns, volunteers, the public and various stakeholders and professional organizations with similar interests, vendors and contractors; demonstrated excellent basic supervisory skills; excellent oral presentation and training skills and demonstrated ability to direct the work of large number of volunteers, interns and/or temporary staff and coordinate the activities of large numbers of event participants at multiple locations Countywide; ability to work on own initiative without close supervision or guidance; ability to develop and coordinate marketing strategies with appropriate Division staff and resources; physical condition that permits the activities necessary in and inherent to the assigned programming area and use related tools, equipment and other inventory relevant to the assigned areas; ability to develop and maintain detailed accurate records and to make regular and special reports; effective oral and written communications skills; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and manage program related costs effectively within an approved budget; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data and use common office and department specific software; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Four (4) year degree in history, restoration science, architecture or other relevant field;

Experience: Four (4) years of relevant experience in historic site maintenance, preservation, rehabilitation or other relevant experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule, including on-call for emergencies, to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to provide necessary care and maintenance and move supplies and equipment;
- Ability to work a variety of environmental conditions, including but not limited to dust, fumes, hot and/or cold, and with historic sites artifacts in varying stages of preservation and/or decay, including but not limited to mold, corrosion, and infestations;
- Requires a valid driver's license.