



# Historic Sites

of the Lakeshore Museum Center

**TITLE:** Historic Sites Building & Grounds Supervisor

**DEPARTMENT:** Historic Sites

**REPORTS TO:** Historic Sites Director

**STATUS:** Full time/Exempt, Supervisory Position

**SALARY:** \$17.10/hr.

**BENEFITS:** 401(k) matching, Dental and Vision insurance, Health insurance, Life insurance, paid time off.

**POSITION SUMMARY:** This position oversees manages and daily facilities, maintenance, and preservation needs of the Lakeshore Museum Center's Historic Sites.

This position is a supervisory position. The Historic Sites Building & Grounds Supervisor will assist with other project needs within the Building & Grounds team at the Museum. This position will carry out routine building and grounds maintenance tasks according to schedules and seasonal needs. Identify the need for any non-routine building maintenance or repairs and consult with the Historic Sites Director to determine appropriate procedures with regard to historic preservation guidelines and standards.

Ensure that all grounds and buildings remain maintained and presented, balancing the needs of maintenance, historic preservation, education, interpretation, and visitor safety and experience. The holder of this position will have a team approach and work well with staff, volunteers, and the public.

#### **RESPONSIBILITIES:**

- Research, schedule, and complete projects for the Historic Sites in coordination with the Historic Sites Director.
- Coordinate or assist with any large Museum Center's grounds or maintenance projects.
- Manage contractors as needed for specialized projects.
- Supervisory position.
- Ensure buildings are cleaned and ready for each day.
- Maintaining the appearance of Historic Sites including painting, wood repair, woodworking, and window repair according to the Secretary of Interior's Standards and Guidelines.
- Perform routine maintenance of the buildings and grounds at the Historic Sites.
  - Operate and maintain museum-owned equipment including table saw, lathe, drill press, hand tools, scaffold, ladders, van, lift, plow truck, snow blowers, and lawn maintenance equipment.
- Responsible for routine maintenance inspections of the buildings and grounds.
- Assist the Historic Sites Director in developing a long-term preventative maintenance program.
- Responsible for responding to alarm calls at the five sites.
- Serve on the safety committee.
- Assist with budget development and oversight; provide receipts and purchase orders to the Site Director.
- Produce a monthly report to the Site Director.

#### **SKILLS & REQUIREMENTS:**

- Well written/oral communication
- Familiar with Microsoft Office Suites
- Strong organizational skills, multi-tasking, and problem-solving qualities.
- Ability to work flexible hours, including evenings, weekends, and some holidays.



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## of the Lakeshore Museum Center

### KEY CHARACTERISTICS/TRAITS:

- Positive and outgoing personality.
- Responsible, reliable, and able to use good judgment.
- Friendly, courteous, empathetic, and engaging presence with all visitors, staff, and volunteers.
- Strong work ethic.
- Cooperative in nature, able to work well within a team structure.

### QUALIFICATIONS/EDUCATION:

- High School Diploma or equivalent
- Carpentry and woodworking experience.
- Knowledge of early 20<sup>th</sup> century architecture, and construction.
- Creative, strategic thinker with proven project management skills.
- Moderate to heavy lifting; 30-50 pounds.
- Ability to climb ladders and comfortable with heights
- A dedication to detail.
- Establish priorities and allocate limited resources.

**TO APPLY:** Send a cover letter and resume to [Cheryl@lakeshoremuseum.org](mailto:Cheryl@lakeshoremuseum.org), subject Historic Sites Building & Facilities Supervisor, or mail to Cheryl Graves at Lakeshore Museum Center, 430 W. Clay Avenue, Muskegon, MI 49440. The LMC is an equal opportunity employer. For more information, see [www.lakeshoremuseum.org](http://www.lakeshoremuseum.org).