



Sable Points Lighthouse Keepers Association is hiring a Restoration/Maintenance Supervisor, full-time March through November and part-time December through February. This person is responsible for maintenance and restoration of the four lights maintained by the Association and must be knowledgeable about techniques for historical restoration and in all phases of maintenance. It is desirable that candidate hold a Builder's License in the State of Michigan.

All interested applicants should email office@splka.org with the subject line: "Restoration and Maintenance Supervisor – (Your Name)" and include a resume and cover letter. Applications may also opt to mail their applications to SPLKA ATTN: Executive Director P.O. Box 673 Ludington, MI 49431.

Position: Restoration/Maintenance Supervisor

Reports To: Executive Director

Work schedule: Full time March through November

Part time December and February

Salary Range: \$35,000 – \$40,000 annual salary, mileage reimbursement, phone stipend

Educational requirements: High School diploma, experience or training in one or more of the trades is desirable.

Physical requirements: Must be able to climb steps, bend, stoop, sit, and walk, lift up to 50 pounds. Manual dexterity is required.

Other requirements: Must demonstrate excellent public relation skills, have the ability to work well with others, give and take directions. Must be able to develop positive relationships with others. Must be self-directed and be able to work with little supervision.

Position purpose: The Supervisor of Restoration and Maintenance is responsible for the maintenance and restoration of the four lights maintained by the Association. This person must be knowledgeable about techniques for historical restoration and in all phases of maintenance and it is desirable that candidate hold a Builder's License in the State of Michigan. This person must represent the Board and Association in a positive manner when dealing with the public, volunteers and members.

Responsibilities and Duties:

1. Promptly addresses maintenance and restoration issues at all SPLKA properties, conducting work in full compliance with the established budget, policies and procedures of the Association.
2. Promptly notifies the Executive Director regarding all emergency maintenance issues and presents a proposed plan of action to address the item(s).

3. Recruits and trains volunteer maintenance assistants on an ad hoc basis as needed.
4. Performs and/or supervises all maintenance and restoration work in compliance with historical guidelines.
5. Works in cooperation with local park officials and state agencies.
6. Purchases and delivers supplies to the residences as needed.
7. Performs regular year-around wellness checks on all SPLKA properties and structures.
8. Communicates with the Executive Director weekly regarding work plan.
9. Deliver to the Executive Director a written Supervisor's Report regarding current maintenance/restoration work, not less than one week prior to schedule board meetings.
10. Prepares a proposed yearly written restoration and maintenance plan for all SPLKA properties (Annual Plan) to be delivered to the Executive Director for review and comment no later than September 1 of the prior year.
11. Meets with the Executive Director to provide verbal and written updates on Annual Plan progress and to address other maintenance or restoration issues that might have arisen during the prior month.
12. Provides the Executive Director, no later than September 1, requested maintenance and restoration budget for upcoming year with written estimates from third parties (as needed) for all proposed projects over one thousand dollars.
13. Prepares a long range maintenance and restoration plan for review by the Executive Director and for the Board's approval.
14. Develops and maintains a manual of maintenance procedures.
15. Attends meetings of the Board of Directors when requested and committee meetings as necessary.
16. Attends other meetings at the request of the Executive Director.
17. Performs other related duties as requested by the Executive Director.