

SUSQUEHANNA NATIONAL HERITAGE AREA

POSITION DESCRIPTION

JOB TITLE:

Facilities & Boat Caretaker

(Part-time regular employee – 24 hours average per week)



POSITION SUMMARY: This position is responsible for keeping SNHA facilities and equipment properly maintained, clean, and accessible. SNHA owns the Zimmerman Center for Heritage, Susquehanna Discovery Center & Heritage Park (Mifflin Farm), a 2021 Ford Passenger Van, and the Chief Uncas, a historic 1912 wooden, electric-powered tour boat. The position manages all aspects of care for these facilities and equipment to ensure they are prepared for operation. The position requires an outgoing, motivated individual who is a self-starter and pays attention to details. Must be able to be on-call for emergency repairs, especially between May and November.

RESPONSIBILITIES:

Facility & Equipment Management

- Oversee and maintain contracts with service providers, including boat care, security, access and parking maintenance, cleaning, and landscaping.
- Perform general maintenance that may include manual labor including weeding, clearing leaves or mayflies, gathering firewood, or polishing boat brass.
- Be your own quality control and bring issues to SNHA leadership when you see them.
- Maintain equipment and building provisions for a safe, visitor-friendly environment.
- Monitor buildings and properties for cleanliness and general conservation.
- Prepare and implement project budgets and timeframes.
- Coordinate repairs in a timely manner working with SNHA staff to minimize visitor impact.
- Review utilities consumption and strive to minimize costs.
- Lead coordination of boat maintenance, storage, and launch/take-out in collaboration with the Boat Tour Manager.
- Train and lead volunteers for boat restoration and maintenance.
- Establish a key control program for regulated access to SNHA sites and equipment.
- Maintain a maintenance file for each SNHA asset.

Qualifications:

- Knowledge of and experience in facilities maintenance or equivalent professional experience.
- Knowledge of maintenance methods, operating requirements, and safety precautions related to facilities and equipment management.
- Knowledge of boats, woodworking, and/or historic site maintenance.
- Ability to work outdoors and lift and carry objects weighing 40 pounds or more.
- Valid Pennsylvania driver's license.

ORGANIZATIONAL EXPECTATIONS

This organization has high standards for personal behavior. We must continue to earn the trust and respect given to us by our supporters and expected from us by those we serve. We are ethical. We always strive to do the right thing. We are respectful. We apply the Golden Rule in all our external and

internal relationships. We are reliable. We can be counted on to do what we have promised. We try to exceed expectations.

DIVERSITY AND EQUAL OPPORTUNITY

SNHA is committed to creating a diverse environment and is proud to be an equal-opportunity employer. We respect, encourage, and seek to enhance diversity among our staff, Board of Directors, partners, and volunteers and view such diversity as a strength. SNHA does not discriminate on the basis of age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race or color.

HOURLY PAY RATE

Up to \$30 per hour.

Updated: January 1, 2024