

## **Maintenance and Grounds Supervisor**

Inland Seas Education Association (ISEA) seeks an organized, reliable, motivated, versatile professional to fill the full-time position of Maintenance and Grounds Supervisor. The Maintenance and Grounds Supervisor is responsible for the overall maintenance, repair, and cleanliness of ISEA's facilities, grounds, and associated equipment. This role requires a hands-on professional with a broad skill set who can manage projects, coordinate contractors, and maintain the infrastructure supporting ISEA's educational programming and operations. This position offers a competitive salary with health benefits, retirement contributions, and paid time off.

*The candidate should be ready to work indoors and outdoors in various weather conditions (sun, rain, snow, wind).*

Apply for the Maintenance and Grounds Supervisor position by submitting a resume and cover letter to [isea@schoolship.org](mailto:isea@schoolship.org).

Priority will be given to those who submit their application by end-of-day March 16, 2025.

### **Primary Responsibilities:**

#### General Maintenance and Grounds

- Perform routine maintenance and upkeep on ISEA buildings, docks, grounds, and equipment.
- Develop and implement a preventative maintenance schedule for all facilities and systems, including HVAC, plumbing, and electrical.
- Respond to repair and maintenance needs in a timely manner.
- Maintain accurate records for inspections, maintenance logs, and regulatory compliance.
- Assist with setup, breakdown, and maintenance of equipment for educational programs and events.
- Collaborate with other staff to support ship operations and special projects as needed.
- Serve as the on-call point of contact for maintenance emergencies.

#### Grounds Maintenance Tasks

- Lawn care and mowing
- Snow removal of parking lot and sidewalks
- Wetland Upkeep
- Dock maintenance, installation, and removal

- Leo Creek Preserve boardwalk maintenance and garden upkeep
- Set up and tear down for group events

### Facilities Maintenance Tasks

- Maintain clear and orderly learning spaces
- Cleaning and upkeep of dorm space
- Cleaning and upkeep of bathrooms
- Cleaning and upkeep of office spaces
- General upkeep of buildings and maintenance equipment

### Leadership

- Coordinating with volunteer teams for larger maintenance and upkeep tasks
- Serve as an ambassador to the community and donors to promote the organization
- Contribute to the organizational culture that will attract, retain, and motivate a diverse staff of quality employees and volunteers
- Provide regular performance feedback to supervisor according to established performance objectives
- Display passion and optimism; inspire respect and trust, provide vision and inspiration to peers
- Exhibit sound and accurate judgment

### Project Management and Contractor Coordination

- Identify and oversee facility improvement projects.
- Manage relationships and contracts with vendors, contractors, and service providers.
- Obtain bids for large maintenance projects and oversee contractor work.

### **Secondary Responsibilities:**

- Support other ISEA events and initiatives
- Other maintenance projects as assigned

### **Skills and Prerequisites:**

#### Required

- 3 years of professional experience in construction, maintenance, landscaping, or other related field
- Strong organizational and project management skills
- Basic knowledge of general building maintenance practices, plumbing, electrical, and carpentry

- General knowledge of landscaping and grounds maintenance
- Proficiency with equipment including hand and and power tools
- Attention to detail and ability to follow proper safety procedures
- Strong team player
- Ability to work well with youth and adults
- Ability to lift equipment of 50 lbs
- Ability to climb up and down ladders

#### Preferred

- Experience with small scale construction
- Experience with small motor equipment repair and maintenance
- Experience in mechanical repair

#### **Education and Experience:**

##### Preferred

- At least one year of building maintenance, construction, plumbing, or electrician experience
- Completed college or equivalent experience

#### **Licenses and Certification**

##### Required

- Valid driver's license

##### Preferred

- CPR and First Aid certification (ISEA will provide training for certification if candidate is not already certified)

#### **Job Type, Compensation, and Benefits:**

This is a full-time, salaried, exempt position.

Pay: \$41,000 - \$46,000 Pay will be commensurate with experience.

##### Benefits:

- Health, Dental, and Vision Insurance
- Employer 401k match
- Paid Time Off
- Paid Holidays (8)

**Location:** Suttons Bay, MI

**To Apply:** Apply for the Maintenance and Grounds Supervisor position by submitting a resume and cover letter to [isea@schoolship.org](mailto:isea@schoolship.org)

Inland Seas Education Association (ISEA) is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ISEA makes hiring decisions based solely on qualifications, merit, and business needs at the time.