



## **The Carpenter's Boat Shop Fleet and Facilities Manager**

The Carpenter's Boat Shop is hiring a Fleet and Facilities Manager to oversee our campus and fleet. Since 1979, the tuition-free apprenticeship at the Carpenter's Boat Shop has offered students from around the world the opportunity to learn the craft of wooden boat building. As the apprenticeship transitions to a new, extended nine-month model, the F&F Manager will work closely with the Executive Director (ED) to care for our campus and growing fleet of sail and power vessels. Our apprenticeship focuses on wooden boat building, seamanship, service to others, expedition sailing, and personal growth. This is a new position at a growing non-profit where every staff member must be prepared to contribute on multiple levels in order to achieve organizational success. The ideal candidate will arrive eager to learn and ready to immerse themselves in a vibrant, dynamic and creative community.

### **Requirements:**

- Valid State of Maine driver's license.
- Clean driving record with the Department of Motor Vehicles.
- Physical ability to meet responsibilities.
- Ability to analyze problems, make recommendations for solutions and to put recommendations into action.
- Competent in trailering boats on trailers.
- Ability to use and repair standard maintenance and power tools and operate landscape equipment.

### **Responsibilities:**

- Overarching care of our campus and sail and power fleet.
- Coordinate campus projects and priorities with the Executive Director.
- Maintain inventory of maintenance supplies and equipment.
- Order and/or procure equipment and supplies as needed, within budget or with approval of ED.
- Contact outside contractors when needed, work with existing vendors.
- Maintain vehicles and trailers in good operating condition. Repair or supervise repairs by outside vendors.
- Maintain grounds for safety, aesthetics, and functionality.
- Maintain wells and pumps in good operating condition to meet water standards. Maintain grounds around wells and pumps. Monitor sewer systems.
- Manage preventive maintenance for our campus.

- When working with apprentices mentor, manage and role model safety and professionalism.
- Work and supervise volunteers.
- Maintain positive and professional culture; foster a strong culture of safety, respect and trust.
- Represent the Carpenter's Boat Shop and the Apprenticeship at donor or community events and/or through collaborations with other organizations in the area.

**Required knowledge and skills:**

- Background in carpentry, engine repair and maintenance, painting, and landscaping.
- Basic understanding of plumbing, electrical and heating.
- Trailering experience.
- Sailing experience, preferably in a coastal or backcountry environment
- Leadership skills; ability to lead a group to complete a task,
- Strong organizational skills and attention to detail.
- Strong personal motivation and initiative.
- Demonstrated ability to maintain positive working relationships with colleagues in a dynamic work environment, including ability to give and receive timely feedback
- Very strong and effective communicator, both written and oral.
- Ability to problem solve, innovate, prioritize and manage multiple tasks successfully.
- Willingness to work occasional weekends or evenings in order to support specific, pre-planned apprenticeship program elements.

This is a full-time position with a competitive annual salary. The Carpenter's Boat Shop provides housing for its employees, at no cost to staff, in the form of small independent apartments adjacent to shared apprentice living spaces. All utilities and housing expenses for staff are covered by the Carpenter's Boat Shop. All meals during the work week (Monday-Friday) are provided with the exception of holidays and scheduled breaks. The Boat Shop also provides health insurance and a pension plan. Staff enjoy 20 vacation days each year in addition to scheduled program breaks as well as all federal holidays. The Boat Shop also strives to provide its staff with opportunities for continuing education and professional development; these opportunities are subject to approval by the Executive Director.

**Terms of Employment:** Full time. Exempt Employee.

**Compensation package:**

Competitive Salary. \$30,000 to \$40,000. Based on experience. Will be reviewed annually.

**Start Date:** TBD

**Room and board:**

All housing expenses (including utilities) are provided for by the Boat Shop and all meals are provided every weekday (except for holidays and scheduled breaks).

Employees are not required to live on campus.

**Health Insurance:** 100% provided. Dental is additional and provided by our plan. Spouse or partner can join a plan at the expense of the employee. Health insurance begins on the first day of employment

**Pension Plan:** : Pension Plan contributions begin on one year of employment. 6% contribution.

**Vacation:**

You will have 20 vacation days, in addition to scheduled breaks through the year, as well as all Federal Holidays celebrated by the Boat Shop.

**Continuing Education:**

You will be provided with reasonable opportunities for continuing education and professional development. All such opportunities are subject to approval by the Executive Director.

To apply, please submit a resume with three references and a cover letter to Alicia Witham at [director@carpentersboatshop.com](mailto:director@carpentersboatshop.com). Applications will be reviewed on a rolling basis beginning immediately. The ideal candidate would begin in February 2024; start dates before or after that time will be considered for the right candidate.