



Historic Huguenot Street Site Supervisor

Historic Huguenot Street is a ten-acre National Historic Landmark District comprising seven historic stone houses, a replica 1717 stone church, and a replica Esopus Munsee wigwam, as well as numerous attendant buildings (including rental units) and historic structures. The Site Supervisor position is responsible for the safety and care of the entire site, including its historic and non-historic properties. The position requires a level-headed, diligent, and dynamic personality who is responsive and responsible, skilled at basic maintenance and troubleshooting, and able to work efficiently and independently. The position requires strong management skills, including but not limited to the ability to assess and prioritize site needs; schedule routine and special maintenance; and facilitate long-term site management and a preservation plan. In addition to a full-time, Monday-Friday schedule, the Site Supervisor coordinates site coverage as needed on weekends and holidays with the Maintenance/Security Assistant and the Security Contractor. This is an exempt, supervisory position overseeing the Buildings & Grounds staff, including the Maintenance/Security Assistant (MSA) and Facilities Cleaner. The Site Supervisor reports to the HHS President and works closely with the Director of Curatorial and Preservation Affairs (DCPA) on preservation-related projects, and with the Director of Public Programming and others to ensure set up and break down of equipment for HHS programs and events.

Departmental Administration:

- Maintenance Calendars: Update and maintain yearly, monthly, and weekly project calendars. Support the Maintenance/Security Assistant in prioritizing and completing weekly staff maintenance requests and setting a weekly cleaning schedule for non-historic properties.
- Contractor Management: Oversees contractors for site projects. Handles all Requests for Proposal (RFPs) for buildings & grounds work within the guidelines of HHS Financial Policies and Procedures, with assistance from the team as needed.
- Insurance Documents: Obtains all necessary insurance documents, as well as approvals and permits from appropriate committees, agencies, etc. Uses appropriate documentation checklists.
- Contractors: Oversees contractors for site projects.
- Tool Maintenance and Organization: Ensures all tools and equipment are well-maintained and organized.
- Logs: Works with team to keep monthly log recording all security issues and tenant issues. Communicates this with Business Manager to pinpoint repeat concerns, etc.
- Budget: Proposes yearly departmental budget to President.

Preservation:

- General Preservation Projects: Directly oversees all physical work on the properties and ensures proper cataloging of all work done on historic structures.
- Capital Projects: Work with President, DCPA, and HHS Historic Preservation Committee to prioritize capital projects. Provides information to fundraising and grant writing teams.
- Preservation Reports: Prepares reports and makes recommendation to the Historic Preservation Committee concerning all physical work on the properties. Coordinates updates on historic properties with the DCPA.
- Environmental Management: In adherence to environmental management policies and guidelines, works with the Curatorial Department and MSA to ensure that historic houses and collection storage spaces are safe, secure, adequately protected from pests, and kept at a suitable climate.
- Collections Transportation: Assists with transport of collection items (including furniture), as needed, using safe handling techniques.

Security/Safety duties:

- Physical plant: Learn and maintain knowledge of all building and property infrastructure (oil burners, water shut-offs, fire hydrants, electric panels etc.).
- Emergency Preparedness and Response Plan: Reviews and adheres to emergency plan and procedures. Serves as a primary contact for both human and building/museum collection emergencies.
- Alarm system and procedures: Strives to improve staff training and adherence to security and safety procedures, update systems and policies for efficiency and effectiveness.

Superintendent Duties:

- Rental Maintenance and Security: Answers tenant calls, resolves maintenance and security issues. Calls in approved contractors as needed for complex issues. Helps to refurbish rental spaces prior to occupancy as needed.
- Inspections and Code Compliance: Assists with scheduled annual rental inspections and ensures that spaces are up to Village and State codes and HHS standards.

Miscellaneous:

- Site rentals and Events: Set up tables/chairs etc. and open and close areas for rental groups on site daily and when on call.
- Seasonal Shoveling: Shovels sidewalks, entry ways to all historic, admin and rental buildings, porches, and roofs, and provides general grounds clean up, as needed. HHS employs a landscaping crew for the major work and mowing. Site Supervisor determines most efficient and cost-effective model for this work.
- General maintenance as needed: moving furniture and equipment (including office furniture), painting and touch ups in rental spaces and offices, and minor repairs such as plumbing and electrical, A/C installation assistance, etc.
- Any additional tasks as deemed appropriate.

Requirements/skills:

- Appreciation and respect for historic structures and their long-term preservation.
- Demonstrated and verifiable experience with preventative and on-going maintenance of buildings and grounds (plumbing, electrical, repairs, power equipment etc.).

- Ability to manage people professionally and prioritize work across a team.
- Prior experience as a superintendent or caretaker of an historic property preferred, but not required.
- A valid driver's license.
- Ability to perform necessary physical tasks, such as lift up to 40 lbs., climb ladders and stairs, and walk the length of the Historic District.

Salary and Benefits:

This is a full-time, exempt (salary) position with a salary range of \$55,000-\$57,000 per year, depending on experience. Hours are flexible between 8 am and 6 pm, Monday through Friday, and include the above mentioned on-call status. HHS offers a generous package of paid holidays, vacation, personal, and sick time, in addition to health, dental, and vision coverage. Other benefits include a complimentary Historic Huguenot Street membership.

How to Apply:

Please submit a resume and a letter of interest, outlining your experience/qualifications related to the responsibilities of the position described above, a resume, and list of two to three references via email to Claire Young, Business Manager at Claire@huguenotstreet.org.

Employment conditioned upon outcome of a background reference check.

Historic Huguenot Street is an equal opportunity employer committed to a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, national origin, or veteran status.