



**Assistant Maintenance Supervisor
(Full-time with Management Potential)**

Position: The Fort Ticonderoga Association (FTA) is seeking a responsible and enthusiastic Assistant Maintenance Supervisor to assist in the maintenance of our 2,000-acre historic campus in beautiful Ticonderoga, New York. The Assistant Maintenance Supervisor will help maintain our facilities, landscape, and equipment. He/She will assist in the maintenance of the site, cleanliness of facilities, and support other departmental activities including events and all other Fort Ticonderoga programs as needed.

The Assistant Maintenance Supervisor must be reliable and accurate in all of his/her work. He/she must have technical skills and knowledge of various crafts such as carpentry, plumbing, electric and mechanics. Candidate must be enthusiastic, energetic, and must maintain and promote a positive attitude. A commitment to excellence is expected and an outstanding professional demeanor, energy level and work ethic is required. The Assistant Maintenance Supervisor reports directly to the Maintenance Supervisor.

Responsibilities:

- Completes daily maintenance, landscape and facilities tasks as assigned
- Implements and maintains policies and procedures that provide safe, cost-effective, and essential services
- Ensure adherence to quality standards and health and safety regulations
- Conducts all repairs and maintenance of equipment, structures, and landscape as assigned
- Ensure compliance of historic integrity of landscape and structures
- Coordinate and implement event support and support for other departments
- Completes tasks to ensure health and cleanliness of site and facilities
- Assist in capital and special projects as needed
- Supports the site and all departments in the absence of the Maintenance Supervisor and as assigned

Requirements:

- Proven experience as a maintenance assistant or similar role
- Technical knowledge of building systems (electrical, heating, plumbing, etc.)
- Knowledge of health and safety practices and regulations
- Physical strength to perform heavy physical tasks for extended periods
- High school diploma. Degree from a vocational school preferred
- Ability to perform several tasks simultaneously
- Ability to work independently and as an effective team member
- Valid Driver's license and transportation are required

Work Schedule:

The normal working hours for this position will be Monday through Friday, 7 am until 3 pm; some evenings and weekends may be required on a scheduled basis. Starting pay is \$20/hr. plus benefits.

Fort Ticonderoga is an Equal Employment Employer

To apply, send letter of interest, 3 references, and application to info@fort-ticonderoga.org, with subject “Assistant Maintenance Supervisor” or send to our physical address at The Fort Ticonderoga Association, P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883.

Oct 2024