

FACILITIES AND STRUCTURES MAINTENANCE SUPERVISOR

The Facilities and Structures Maintenance Supervisor is responsible for executing and overseeing the maintenance of all facilities and structures including buildings, employee housing, playgrounds, fences, signs, boardwalks and more. Specific duties include developing and carrying out a cyclical maintenance program to proactively assess and address issues as well as attending to emergent problems in a timely manner. This job requires planning and executing multiple projects simultaneously and prioritizing importance based on need, project scope, efficiency, wise use of public dollars, and above all the safety of NLB staff and users of NLB properties. The Facilities and Structures Maintenance Supervisor reports directly to the Property Foreman within the Department of Property Management and collaborates with all NLB staff. Schedule is primarily 35 hours per week, 7:30 a.m. to 3:30 p.m., Monday through Friday with weekends and evenings as necessary. Compensation ranges from \$55/hr-\$65/hr and is commensurate with education and experience; includes full benefits and the potential for housing. Must have a valid driver's license. CORI check required. **Application and references must be received by the Nantucket Land Bank no later than Friday, March 20, 2026. Please email applications to scampese@nantucketlandbank.org.**

ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs construction and maintenance on buildings and structures. Develops and implements cyclical maintenance schedules for buildings and structures to ensure compliance with building code including buildings, boardwalks, dinghy racks, docks, viewing decks, benches, picnic tables, beach stairs, fences, and bulkheads.
- Maintains a clean, safe, and orderly shop space. Cleans and maintains department tools and designs and fabricates customized tools/implements for specific jobs.
- Supervises Facilities and Structures Maintenance Technician(s).
- Assists other departments with projects involving carpentry, land management, equipment maintenance, property management, removal of trash and deceased wildlife, and invasive plant mitigation.
- Installs and maintains signage and fencing.
- Plans and implements storm damage mitigation for buildings and structures.
- Oversees Structures and Facilities related projects as assigned by the Property Foreman.
- Inspects, maintains, and repairs playground equipment and water fountains.
- Performs related work as required.

REQUIREMENTS

- This position requires an interest in being part of the NLB team, possessing a working knowledge of the construction industry on Nantucket, having excellent organizational and communication skills, and taking initiative. This position also requires flexibility and the capacity to research, plan, decide, execute, and see projects through completion. Adhering to high standards of quality work and safety, respectful behavior and communication, and a willingness to be a role model to other staff is imperative.

Education and Experience

- A minimum of five (5) years of experience in building, renovating, and maintaining buildings and facilities.
- Understanding and capacity to use Microsoft Office programs.
- Excellent planning, prioritization, and communication skills.

Knowledge Skills and Abilities

- Standard practices, methods, materials, tools, and equipment of building trades.
- Estimating time and materials needed to complete jobs.
- Using and maintaining hand and power tools.
- Relevant laws and regulations pertaining to building codes and ADA codes.
- High level of confidentiality, judgment, personal responsibility, and dependability.
- Exhibit excellent communications skills and a willingness to speak with the public and deliver intended messages effectively.
- Maintain a positive attitude and optimistic approach to solving problems or challenges.
- Ability to manage a variety of concurrent responsibilities and activities efficiently.
- Capacity to work independently and as part of a team.
- Ability to understand and interpret construction plans, property deeds, property surveys, and related documents.
- Possess initiative, be a self-starter, and independently follow tasks through to completion.