



Philadelphia Ship Preservation Guild
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Job Description for: Superintendent of Ships

Job Description:

- Schedule and oversee all ship-related preservation and maintenance activities
- Encourage and support volunteer participation at all times
- Educate Guild participants in safe work practices and preservation skills
- Ability to present to visitors, school groups and potential donors
- Serve as Head Foreman, managing and scheduling volunteer foremen
- Preferred: Ability to Sail as mate when underway and in port, under the authority of the master

Responsibilities:

- Responsible for maintenance and repair of all Guild vessels
- Assist in planning of capital improvements to all vessels
- Establish safety procedures for all aspects of preservation work and shop procedures
- Direct and educate PSPG participants in maintenance, shop safety and repair projects
- Recruit interns, volunteers, and skilled workers to fulfill the preservation work
- Recommend and supervise contractors when needed, pursuant to budgetary controls
- Work collaboratively with Marine Committee to set annual maintenance list, assign budgets and prioritize tasks
- Manage daily work list, delegating responsibility to foremen to carry out work items
- Manage volunteer foremen, providing instruction to improve their skills and supervisory abilities
- Must work weekends

When Working as Mate:

- Perform watch standing, training as directed by the master
- Serve as ship's carpenter and/or supervise repairs during trips

Skills:

- Knowledge of all aspects of wood and steel vessel maintenance and repair
Preferred: knowledge of Secretary of the Interior Standards for historical preservation
- Thorough knowledge of the operational needs of sail and motor vessels
- Familiarization with applicable USCG regulations
- Project management, including budgeting, priorities, dependencies, and timelines
- Proven ability to work effectively with people
- Understanding of safe work practices

Qualifications/Licenses:

- ❑ Minimum 5 years experience in wooden ship repair or construction, including planking and framing
- ❑ Minimum 2 years in a supervisory position on ship repair or related construction projects.
- ❑ Experience in steel vessel maintenance and repair
- ❑ Experience in sailing, rigging, including spar fabrication, rig surveys and inspection
- ❑ Good understanding of Marine engineering, standards and practices
- ❑ Ability to work with volunteers, board members, visitors and school age children
- ❑ Preferred: Licensed 100 ton Near Coastal Mate with Sail endorsement, with 2 years traditional sail experience, and 2 years mate/ command experience

Responsible to Board of Directors of Philadelphia Ship Preservation Guild:

Superintendent of Ships will hold a seat on and work collaboratively with the Marine Committee to set priorities on preservation. The Superintendent will serve as liaison to the Gazela and Jupiter management committees, working with the existing volunteer structure in planning volunteer activities like training and recruitment. The Superintendent of Ships position will be supervised by a single board member, who will act as liaison with Guild Office and coordinate purchasing needs. The Superintendent will make monthly reports on progress and initiatives to the Marine Committee.

Scope and target goal areas:

- 1. Goal-** Complete all projects on work list in the shortest, safest fashion possible
- 2. Goal-** Coordinate and supervise volunteer work efforts. Specific tasks: engage volunteers to get projects completed
- 3. Goal -** Revitalize foreman structure
- 4. Goal-** Work closely with Marine Committee to develop weekly, monthly and annual maintenance schedule and budgets
- 5. Goal-** Provide instruction for volunteers, apprentices and students. Encourage volunteers to learn specific skills (hull work, carpentry, and blacksmithing). The Superintendent must be able to assist volunteers and apprentices in the process of learning while also getting projects completed on time
- 6. Goal-** Manage budgets and expenses on a daily basis

Compensation:

Full-time salaried position with benefits