



WISCONSIN MARITIME MUSEUM

Location: 75 Maritime Dr. Manitowoc, WI 54220

Job Title: Facilities & Maintenance Supervisor

Reports To: Executive Director

Job Type: Full-Time (40 hours per week)

Compensation: \$21 - \$24/hr full time non-exempt

Position Description:

The Facilities and Maintenance Supervisor is responsible for overseeing the maintenance, safety, and functionality of all buildings, grounds, and physical infrastructure. This role ensures that facilities are well-maintained, compliant with regulations, and supportive of organizational operations, staff, and visitors. The Supervisor plans, coordinates, and supervises maintenance activities, janitorial duties, vendor relations, and facilities staff while proactively addressing repairs, preventative maintenance, and long-term capital needs.

Position Description and Expectations:

- Perform and oversee maintenance tasks, as well as custodial tasks as needed, including daily upkeep, cleaning and repairs.
- Oversee daily maintenance and operation of buildings, grounds, and mechanical systems (HVAC, electrical, plumbing, fire protection, security systems, etc.).
- Respond to facility emergencies and urgent maintenance issues, including after-hours coordination as needed.
- Supervise facilities and maintenance staff, including scheduling, training, task assignment, and performance management.
- Develop and implement preventative maintenance schedules to ensure facility longevity and safety.
- Coordinate and oversee contractors, vendors, and service providers; obtain quotes and ensure work meets quality and budget expectations.
- Ensure compliance with local, state, and federal safety regulations, building codes, and OSHA standards.
- Conduct regular facility inspections and document findings, repairs, and improvements.
- Manage facilities-related budgets, track expenses, and assist with forecasting maintenance and capital improvement costs.
- Maintain accurate records for maintenance activities, inspections, warranties, and equipment.
- Collaborate with leadership and other departments to support programming, events, exhibits, and operational needs.
- Assist with event setup and breakdown, including cleaning before and after programs or rentals.



Preferred Experience:

- Strong working knowledge of building systems, maintenance practices, and safety standards.
- Ability to read and interpret technical manuals, blueprints, and maintenance documentation.
- Excellent organizational and problem-solving skills.
- Strong supervisory and communication skills.
- Ability to prioritize tasks and manage multiple projects simultaneously.
- Proficiency with maintenance tracking systems, spreadsheets, and basic office software.
- Ability to work independently and exercise sound judgment.

Desired Qualifications:

- High school diploma or equivalent required.
- Minimum of 2 years of experience in facilities maintenance, building operations, or a related field, including supervisory experience.

Physical Requirements:

- Ability to stand, walk, bend, climb ladders, and lift up to 50lbs.
- Ability to work in a variety of environments, including indoor, outdoors, and mechanical spaces.

This job description is intended to convey information essential to understanding the scope of the Facilities & Maintenance position and it is not intended to be an exhaustive list of qualifications, duties, or responsibilities associated with the job.

Job Type: Full-time, hourly, non-exempt

Benefits: 401(k), 401(k) matching

- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off (PTO)
- Professional development assistance
- Vision insurance

Application Deadline: Sunday, July 19, 2026

Applicants can send resumes to:

Kevin Cullen, Executive Director: kcullen@wisconsinmaritime.org

Museum Website: wisconsinmaritime.org



About the Wisconsin Maritime Museum

The Wisconsin Maritime Museum was founded in 1969 as a small submariners' memorial that would recognize Wisconsin's contributions to WWII efforts. Since then, we've grown to be one of the largest maritime museums in the Great Lakes region, with exhibits on shipwrecks, maritime industry, ship models, art, and more. The institution is accredited by the American Alliance of Museums. Our mission is to connect all people with Wisconsin's waterways, by engaging and educating the public about the Great Lakes, Wisconsin's maritime history, Wisconsin's World War II submarines and USS *Cobia*.

The Wisconsin Maritime Museum is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability or national origin. WMM is committed to advancing equity and diversity both in the organization and in the museum field. At the Wisconsin Maritime Museum, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we still encourage you to apply. Let us know in your cover letter how your experience makes you a good fit for us.

About Manitowoc

Located along the western shore of Lake Michigan, Manitowoc is a vibrant community of nearly 40,000 residents with a thriving downtown filled with unique restaurants and business. The city is 90 minutes north of Milwaukee and 40 minutes south of Green Bay. Shipbuilding has played a role in Manitowoc's past from the schooners of the 19th century, to the world-class, luxury yachts built by Burger Boat Company of today. Stroll the riverwalk to the lake and watch freighters move tons of materials in and out of our hard working port.