



Preservation Technician II
Full-Time Contract, Non-Exempt

Position Description

The Preservation Technician II (PTII) works closely with the Director of Historic Preservation to support projects related to the preservation and restoration of the historic buildings, sites, and structures on the 87.5-acre estate known as the Edsel & Eleanor Ford House. The person in this role may be asked to assist the Director with project management of new and ongoing preservation/restoration efforts. Performing historical background research and writing treatment reports and/or comprehensive research reports as part of project support may also be undertaken as part of these efforts. Hands-on conservation/preservation tasks related to the care of historic building fabric will be implemented by PTII as time and skillsets permit. The Preservation Technician II reports directly to the Director of Historic Preservation. The PTII work schedule is 40 hours per week, M-F. Typical hours are between 8am and 5pm though there may be an occasional need for hours before 8am or after 5pm. Weekend hours may be needed on occasion. The hourly rate ranges between \$16-\$17/hour with benefits depending on experience. The contract for the PTII position ends December 31st, 2022, with a potential for contract expansion at the end of one's contract. Applicant should have a knowledge of and/or interest in historic architecture, historic preservation, and/or materials conservation. This is a great opportunity for a recent graduate in historic preservation or building trades with an interest in history.

Responsibilities and skills

- Assist in managing preservation/restoration projects in the historic core including performing contractor check-ins, documenting work in progress, reporting progress, and writing post-project treatment reports as needed.
- Ability to read project specifications and relay to contractors to ensure proper project implementation.
- Capable of clearly reporting project progress to Director.
- Employ safe practices when participating in onsite projects that conform to OSHA and MIOSHA standards.
- Participate in cross-departmental collaboration as directed by supervisor.
- Be flexible and ready to switch from one task to another abruptly.
- Capable of keeping documentation, notes, and research organized for short term and long-term file storage.
- Ability to perform archival research, organize collected research, and write comprehensive report summaries that convey relevant research.
- Assist the Director of Historic Preservation as needed to move projects forward at all levels.

Uniform Requirements:

This position does not require a uniform, though when attending some events and meetings, all staff must have professional appearance. Daily attire is business casual. A uniform shirt will be provided.

Physical Requirements

- Be on their feet and/or sit for 2-4 consecutive hours
- Speak clearly and be able to project voice with various interfering background noises
- Go up and down stairs and scaffolding and walk long distances

- Comfortable working at heights great than 10'
- Ability to handle multiple projects with diverse scopes
- Manage emergencies according to FH protocols
- Bend and/or stoop, climb, and lift up to 50 lbs.
- Be able to handle temperature extremes in winter and summer months for outdoor projects

Key Characteristics/Traits

- Well-developed problem-solving abilities
- Positive and outgoing personality
- Well-organized
- Responsible, reliable, and able to use good judgment
- Growth mindset, interest in new technologies and methods
- Ability to work independently
- Exhibit professionalism in all aspects of job role
- Respectful demeanor

Basic Qualifications/Education

- High level of respect for historic buildings, sites, and structures
- Familiarity and understanding of the Secretary of the Interior Standards for the Treatment of Historic Properties
- Strong written and oral communication skills
- Proficient MS Office Skills
- Associates or bachelor's degree or equivalent education/experience

Preferred Qualifications/Education

- Degree in a field related to the building trades, built environment, or historic preservation.
- Project management experience
- Experience in historic building trades
- Basic knowledge of handheld tools
- Basic photography skills

Other Job Requirements

- Successful completion of background and credit check
- Complete safety training as required/provided by employer (i.e., CPR/First Aid, OSHA Safety Training, Etc.)

Email resume, salary requirements, and application to jobsearch@fordhouse.org. Indicate in subject line "Preservation Tech II." Please, no phone calls.

Ford House is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, veteran or military status, genetic information, or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and/or certain state or local laws.