



Bustins Island Village Corporation

Established 1913

BUSTINS ISLAND ASSISTANT SUPERINTENDENT

Position Term: April - October 2023

This position is intended to serve as a transition period for a candidate interested in serving as the Island Superintendent beginning in January 2024. An individualized training plan will be developed based on the candidate's specific needs and implemented by the Board of Overseers, current Superintendent, and additional island officers, where appropriate.

WHO WE ARE:

Bustins Island lies in Casco Bay, a few miles offshore of the mainland. Although the island is part of the town of Freeport, Maine, the Bustins Island Village Corporation (BIVC) is a self-governing entity. The island has approximately 117 summer cottages, many more than a hundred years old, that sit primarily around the 1.5-mile main road. The residents of this community value a nostalgic pace of life that includes living without a public pressurized water system, electrical infrastructure, restaurants, or stores. Visit www.bivc.net to learn more.

OVERVIEW:

The Bustins Island Assistant Superintendent will work part-time under a seven (7) month-long contract, with a 90 day probationary period. They will complete an individualized training plan to ideally prepare them to independently take on the tasks of Island Superintendent beginning January 2024. This training plan may include, but is not limited to, working with the current Superintendent, meeting with the Board of Overseers and island committees, getting to know island vendors and subcontractors, taking on small maintenance projects, and managing volunteers. In addition, attending monthly board meetings and reviewing relevant Island policies and procedures will be required. Additional details on the 2024 Superintendent position will be provided to interested individuals. The successful Assistant Superintendent will seamlessly transition to the new role of Superintendent, under a new contract.

Position Term Salary: \$8,000 - \$12,000 based on experience, qualifications & depth of training plan established

REQUIREMENTS:

Demonstrated mechanical knowledge and construction skills are required for basic repairs and maintenance. Candidates must possess, or have the ability to obtain, reliable transportation (including towing capacity) on the mainland and to the island for access outside of the ferry schedule to transport materials that may be prohibited on the ferry, emergencies, general maintenance, meeting with subcontractors, and obtaining needed supplies. Eligible candidates must be over age 18, possess a valid driver's license, be able to sit, stand, twist, and reach for extended periods, lift 50 pounds (75 pounds with assistance), and provide documentation of US citizenship or eligibility to work in the United States. Any Independent Contractors must be licensed in Maine and provide proof of insurance.

CONTACT/APPLICATION INFORMATION:

Email applications only accepted. Submit resume and cover letter to: bivc.ali.bushman@gmail.com

Bustins Island Village Corporation is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.