



**CHRISTODORA
MANICE EDUCATION CENTER
Maintenance Position**
Currently Filled Accepting Applications for File



Organization Description: www.christodora.org

Program/Position Description:

Located in the heart of the Northern Berkshire Mountains, Florida, MA:
<http://www.christodora.org/english/documents/description.pdf>

Maintenance Manager

Seasonal FT Position from April through October.

Job Description:

- Responsible for facilitating upkeep and safe operation of agency vehicles.
- Ensuring that our facility meets building codes and meets or exceeds safety standards.
- Facilitating or performing the completion of general repairs and upkeep of facility and grounds, weekly sanitation disposal, landscaping.
- Documentation of Fire Safety and Facility Safety reports, including inventory and upkeep of Center equipment/tools.
- Safe operation of lawn tractor, chainsaw, and other power/hand tools/equipment.
- Availability during off work hours if facility, grounds, or vehicle concerns require immediate attention.

Qualifications:

- Dedicated, independent, and trustworthy individual with job related experience required.
- Ability to perform general maintenance task as described in the job description, including use of equipment, tools, tractor, heavy lifting, etc.
- General mechanical, electrical, plumbing, carpentry, and chainsaw skills preferred. Certifications a plus. Arborist skills a plus.

Compensation: Up to \$400/wk. depending on experience, workman's insurance, potential room and board from April to October. Must be 18 to apply. Background clearances and medical physical required. Initial drug screening may be required.

TO APPLY:

Send cover letter, resume and 3 references to Matthew Scholl, MEC Program Director @ manice@christodora.org or mail to Manice Education Center, 68 Savoy Road, Florida, MA 01247, Tel.: 413-663-8463 Fax: 413-663-5399.