



Manice Education Center Buildings and Grounds Assistant Town of Florida, MA 01247

Christodora, a 124-year-old nonprofit, nonsectarian organization, based in NYC, seeks a Buildings and Grounds Assistant to join our team at the Manice Education Center (MEC) in the town of Florida, MA on a 200-acre wooded campus. MEC operates outdoor environmental and expedition education programs for approximately 1,200 youth from New York City from April through October each year. In spring and fall seasons, MEC hosts two environmental education field trips each week for NYC public schools for approximately 30 students during each trip. In summer, MEC offers a full season of expedition (backpacking and canoeing) and environmental education camps for NYC youth in grades 6-12 with approximately 40 campers at each of the typically five sessions ranging in length from seven to 18 days.

Join our Seasonal Team: Mar 28 – Nov 11, 2022

Responsibilities

The Buildings and Grounds Assistant (Assistant) is a seasonal, hourly position that works closely with and reports to the Facilities and Property Manager, bringing a high level of energy toward ensuring the safe and healthy operation of all MEC facilities and keeping the property well maintained and easily accessible. The Assistant also works closely with other managers and the MEC Assistant Director. This is a hands-on, seasonal position in all types of weather. The Assistant helps maintain buildings, grounds, trails, driveways, equipment, utilities, and performs a wide variety of maintenance and labor.

General

- Timely and professional completion of any paperwork, e.g. supply requisitions, time sheets, etc.
- Work closely with Manager to make repairs, maintenance, etc.

Facilities

- Buildings – maintain approximately 10 buildings, ranging from chicken coops to houses; perform basic carpentry; work closely with Manager to manage safe and healthy operation of wells and septic systems; manage custodial services across center; conduct weekly fire safety/preparedness inspections; accurately report functioning of utilities; and control for any pests
- Vehicles – care and schedule regular maintenance for diesel tractor and fleet of four, 15-passenger vans; maintain accurate records of maintenance and repairs; and keep up two trailers
- Equipment – maintain small engines, power tools, and zero-turn mower; follow all safety protocol for use of this equipment; repair and maintain fleet of Old Town canoes; and work closely with other managers to complete annual inventory
- Low-Ropes Challenge Course – work closely with Manager to maintain and provide regular upkeep for 12 ground-level elements in the challenge course

Property

- Driveways – basic gravel driveway maintenance including grading and raking

- Landscaping – mowing campus, including two fields and yards; maintain flower beds, hedges, and hanging planters; work closely with other managers and MEC Assistant Director to care for organic gardens; responsible for rain capture systems; and source/store firewood
- Trails – maintain network of hiking trails across 200-acre campus; and safely operate chainsaw to prune, fell, limb, and buck trees
- Small livestock – care for small flock of chickens when programming not in session; source hay and feed
- Dam – work closely with Manager to operate and maintain non-jurisdictional dam

Requirements

- High school diploma or equivalent
- Valid driver’s license with clean driving record and experience driving loaded trailers
- Medical physical and immunizations per MA camp law
- Cleared through state and federal background checks to work in youth setting
- Formal training or appropriate professional experience in two or more of the following trades: carpentry, construction, plumbing, electric, small engines, auto mechanics, farming, and/or landscaping

Habits of Mind

- Attention to details
- Positive attitude
- Acceptance and valuing of different backgrounds and cultures than one’s own
- Problem-solver with critical eye for improving systems and processes
- Reliable and trustworthy, honest and fair
- Work independently while being accountable to Managers
- Commitment to sustainable and energy-efficient practices

Daily Work

- Takes care of, and protects from damage, all company property signed out to them, which may include: keys, phones, radios, vehicles, passwords, etc.
- Ability to sit, stand, squat, crouch, and crawl independently in all types of weather
- Ability to independently lift weight (<50lbs) above shoulders; carry weight (no more than 1/3 of body weight) up to six miles; and drag weight (<100lbs) no more than 100 yds.
- Follow all applicable company, state, and federal protocols and policies to protect the health and safety of self and others
- Safely operate vehicles and power equipment independently

Compensation/Benefits

- \$22/hour
- Use of company vehicle for/during work day
- Meals available during programming and training

To Apply...

This position remains open until filled. Please send a resume and short, written introduction in the body of an email to employment@christodora.org with the subject “[Last Name]/MEC

Buildings and Grounds” as the subject of the email. Three professional references may be requested following an initial interview. *Christodora is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, family status, income, ethnicity or race, religious or spiritual practice, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, indigenous heritage, and/or any other characteristic protected by law.*