

FACILITIES TECHNICIAN

Reports to the Director of Facilities

This position is full-time year round and includes working on weekends from May-September including several additional weekends for special events and requires the skills and knowledge to perform emergency repairs when necessary. This position is hourly, and offers the option to participate in the health benefit program.

POSITION SUMMARY

To help maintain, repair and improve the grounds and facilities of the Peters Valley School of Craft Campus along with set up and breakdown of special events. This position is year-round, but due to the seasonal nature of the School's educational program, requires the Maintenance Technician to work on Saturdays and be on call from May through September in addition to working during special events throughout the year. This position requires a self-starter and highly motivated individual that can work independently as well as with others in an artistic community. A valid driver's license with a clean driving record and the ability to lift heavy items up to 50 pounds is required.

RESPONSIBILITIES:

Follow a general maintenance program for the historic buildings and studios on campus which includes:

- Furnace Maintenance
- Septic pumping
- Preventative maintenance
- General maintenance of all equipment, vehicles and hand tools.
- General building repairs such as doors, door knobs, painting, drywall repair and spackling, simple plumbing, simple electrical, winterizing buildings, installing window AC units and window repairs.
- Facilitating and working with groups of volunteers to help with general improvements.

SPRING/SUMMER:

- Mowing of paths and trails for students and general public
- String line trimming/weed whacking
- Painting of interior and exterior of buildings
- Be on call for students and teachers who may point out issues in buildings
- Refuse and recyclable removal from all studios on a scheduled basis
- Assistance in the set up and break down of all special events
- On call assistance and support of all studios
- Preventative maintenance tasks

WINTER:

- Winterization of buildings
- Monitor fuel levels in buildings, replace air filters, and schedule furnace maintenance
- Plowing of studios, buildings and residences
- Snow blowing and shoveling of public sidewalks and ramps
- Repairs to buildings

PHYSICAL DEMANDS

This position is very physically demanding and requires the employee to walk unaided up and down hills and over uneven terrain, bend, stoop, reach above their head, have use of fine and gross motor skills, and work in close quarters. The employee must be able to lift and/or move heavy objects or boxes weighing up to 50 lbs. The employee must have normal visual acuity at near and far distance with correction and hear the spoken word with correction. The employee must be fluent in English. This position demands frequent exposure to inclement weather. The employee is frequently required to use hands to finger, handle, or touch objects, tools, or controls, and must be able to communicate effectively.

SKILLS/QUALIFICATIONS:

- Basic Plumbing and experience with the Pex system
- Basic electrical knowledge
- Carpentry
- Painting
- General landscaping tasks
- The ability to tow a trailer and the ability to back a trailer confidently
- Strong communication and organizational skills
- Valid driver's license with clean driving record

APPLICATION INSTRUCTIONS:

Please send cover letter and resume to Director of Facilities at info@petersvalley.org



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