



Job Title: Building Maintenance Coordinator

Reports To: Director of Social Events

FLSA Exemption Status: Nonexempt

Position Type: Full Time

Salary Range: \$16.83 to \$26.44 per hour

Work Hours: 9am- 5pm Tuesday-Saturday (May to October); Monday-Friday (November- April)

Last Updated: 9/24/2021

Location: Cold Spring

The Glynwood Center for Regional Food and Farming is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Summary

The Building Maintenance Coordinator , as directed by the Social Events Director and the Facilities Director, carries out projects and maintenance aimed to improve the overall function and aesthetics of Glynwood's 225-acre property and 19 residential, rental and administration buildings.

Essential Job Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conduct regular inspections of properties to determine areas that require maintenance and repair. Prioritize requirements and perform the required work. Regularly communicate with manager to agree on prioritization, cost and aesthetics. Schedule and manage subcontractors to perform any work that requires certification or cannot be done in-house. In-house work might include:

- Carpentry repairs (doors windows etc)
- Plumbing (appliance installation and stopping leaks)
- Electrical repairs and installing fixtures
- Furniture assembly
- Drywall patching
- Painting
- Pressure washing

The Building Maintenance Coordinator will maintain a work-order process to ensure that all repairs and services are completed correctly and communicated in a timely manner.

In addition to maintenance work, the Building Maintenance Coordinator will assist with event setup needs such as moving furniture for weddings and film shoots.

Competencies

- Basic Plumbing and Electrical Repairs
- Sheetrock, Taping and Spackle
- Interior and Exterior Painting
- Flooring, Trim, Windows and Doors
- General Carpentry - Rough and Finish
- Grounds Maintenance

The successful candidate will be able to work with little daily supervision, they will work in a collegial manner with other Glynwood employees and demonstrate strong organizational and communication skills.

Administrative Responsibility

- Ability to learn web-based software required for the job and for administrative purposes.
- Basic ability to use a computer upon hiring. The Building Maintenance Coordinator is expected to develop proficiency in
 - Google suite
 - Word
 - Excel
 - Apps like Todoist
- Participate in the delivery of safety training as needed.

Physical Demands

The physical requirements for this position include:

- Lift and move materials up to 100 lbs
- Operate, clean and maintain power tools
- Perform physical activities as needed for building and equipment maintenance.
- Work outdoors in adverse weather conditions.

Travel and Weekend Work

- No overnight travel required.
- Saturdays are necessary when weddings are on site (May-October).

Required Education

- High school diploma
- Minimum five years of general construction and maintenance work
- Project management experience

Preferred Education and Experience

- Associate's degree or post-high school technical training

Additional Eligibility Qualifications

- Valid US driver's license in good standing
- Provable eligibility to work in the USA

Special Requirements and Compensation

- Overtime pay begins after 40 hours have been worked during the week. Except in the case of on-call work, overtime may not be worked without prior approval from either the Social Events Director or the Facilities Director.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with notice.

To apply:

- Send cover letter and resume to jobs@glynwood.org. State in the subject line that you are applying for the "Building Maintenance Coordinator" position.