

ADIRONDACK MOUNTAIN CLUB

The Adirondack Mountain Club is a diverse organization with a threefold program of conservation, education and recreation. As the organization is diverse so are the job responsibilities of its staff and volunteers. This partnership between staff and volunteers is based on trust, respect and a mutual understanding of these responsibilities. The individual employee goals and responsibilities are outlined in the following job description:

JOB TITLE: Johns Brook Lodge Maintenance Assistant

LOCATION: Johns Brook Lodge, Keene, NY

RESPONSIBLE TO/ EVALUATED BY: North Country Maintenance Director

TEAM COORDINATION WITH: Adirondack Loj Manager, JBL Coordinator and Hutmaster, HPIC Coordinators, NC Administrative Manager, Trails/Education Coordinators, Front Desk staff and HLPC staff.

JOB DESCRIPTION: The JBL Maintenance Assistant works with the Maintenance team ensuring the efficient operation of the Heart Lake property and the Johns Brook Lodge property, with the main focus being the Johns Brook Lodge property. In addition to routine daily operations, the Maintenance Assistant should work toward upgrading facilities and prevention of potential physical plant issues. The Maintenance Assistant is responsible for all of the routine maintenance tasks associated with both properties. In all aspects of this position, good communication and quality workmanship are of utmost importance.

CANDIDATE PROFILE AND RESPONSIBILITIES:

Responsibilities:

- Complete daily, weekly and monthly maintenance tasks in order to keep both JBL and HLPC looking good and running as smoothly as possible. This includes keeping open communication with the Maintenance Director as to problems that have arisen and jobs completed.
- Communicate and work with the rest of the North Country personnel in order to achieve goals and maintain a positive attitude towards work.
- Communicate and relate with guests to keep them informed with present projects, outdoor education and the need to be educated in the wilderness.
- Supplemental duties to support other organizational operations/functions as requested.

Specific Tasks:

- Perform daily, weekly and monthly routine maintenance tasks and other projects as assigned by the Maintenance Director.
- Assume responsibility for maintenance operations in absence of Maintenance Director.
- Respond to emergency maintenance situations on a 24 hour basis.
- Assure timely completion of projects according to established priorities.
- Assist with snow removal in a timely manner.
- Maintain preventative maintenance schedules for major equipment, built structures and vehicles.
- Conduct necessary maintenance of the campground washhouses and composting facility, as needed.
- Inspect and maintain JBL complex on a regular basis, including full responsibility for the camp inventories.
- Perform weekly vehicle maintenance checks and periodic preventative maintenance.
- Perform monthly property inspections, using the appropriate self-inspection form.

(continued)

John's Book Lodge Maintenance Assistant continued

- Conduct grounds maintenance on both properties; mowing, raking, snow shoveling, etc.
- Inspect and maintain lean-tos, campsites, picnic tables, and fireplaces.
- Monitor HLPC firewood supply and provide additional wood as needed.
- Keep abreast of environmental technology as it relates to the maintenance field.
- Provide friendly, courteous service to all guests.
- Conduct or supervise the proper sorting and transport of recyclables from facility while maintaining knowledge of current recycling guidelines.
- Work towards the Maintenance Department goals of quality work and a neat and organized work environment.

Candidate Profile:

- Physically able to carry tools and supplies 3.5 miles into Johns Brook Lodge.
- Must be willing to spend multiple nights at the Johns Brook Lodge.
- Highly organized and self-motivated.
- Experience in maintenance and construction beneficial.
- Able to work independently and trouble shoot maintenance problems.
- Willingness to learn and to take on a multitude of different types of projects.
- Effective verbal and written communication skills.
- Familiarity with Loj operations beneficial.
- Willingness to occasionally work long days and weekends.
- Demonstrated interests in outdoor recreation and education.
- Familiarity with the Adirondacks and Catskill parks beneficial.
- Valid drivers license.

POSITION DATES: Permanent, year-round

CLASSIFICATION AND WORK SCHEDULE:

- Non-Exempt classification.
- Full time, five days per week
- Work week may include weekends and holidays, with mid-week days off.
- Additional time beyond normal schedule may be required during periods of heavy work loads.

COMPENSATION: Starting at \$13.50, on-site housing with board available for a small deduction, discounts on store merchandise, rental equipment, and ADK workshops; and the opportunity to spend time in an incredibly beautiful place.