

The Position: We're looking for a **full-time Facilities & Grounds Assistant**. The work week is Monday-Friday (40 hours per week), with shared on-call rotation for emergencies outside of regular business hours.

Pay Range: \$18.50-21.50 per hour

The Organization: Camphill Ghent, Inc. located in Chatham, NY opened in 2012 and provides independent and assistant living residence to 70 residents in an elder community setting.

Why Should You Apply?

- All copays, deductibles, and prescriptions are paid by Camphill Ghent and there is no waiting period. This leaves you with more take-home pay!
- We offer generous paid time off (4 paid weeks off per year to start). Plus up to 14 paid holidays.
- We encourage and support good health and wellbeing by offering an annual wellness stipend of \$1000--this can be used for a new kayak, fitness equipment, massages, etc!
- Other benefits include dental and vision insurance, a 401k retirement plan with an employer contribution, and a diverse, beautiful, and non-traditional work environment.

Requirements:

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Must be capable of working indoors and outdoors year-round in all conditions.
- One year of maintenance and grounds experience or any equivalent experience in a trade is preferred but not required.
- Has good problem-solving abilities and a demonstrated ability to effectively communicate verbally.
- Must be able to speak, read and write English.
- Must have a valid NY driver's license.
- High school education or equivalent GED required.

Responsibilities:

- Performs necessary and preventative maintenance and upkeep as required. This includes a variety of tasks in the building and grounds trades including plumbing, carpentry, painting, mowing, equipment operation, and snow removal.
- Performs all preventative maintenance needed to maintain Camphill Ghent vehicles (except vehicles assigned to resident staff) in good condition.
- Assists in snow removal and sanding, including operating snow removal equipment, shoveling, and removing snow and ice from designated areas such as roofs, sidewalks, and entryways as required.

- Repair or replace drywall damage including mudding, seam/corners taping and sanding.
- Performs landscape and lawn care maintenance, including planting shrubs, trees, and flowers; pruning trees and shrubs; watering, raking leaves and mowing. Required to operate large power lawn mowers, edgers, and hand tools.
- Ensures the proper storage and labeling of all maintenance equipment and supplies.
- Assists with set up and break down of events.
- Must be able to communicate clearly and effectively, with management, staff, and residents in a respectful manner.
- Plan, organize and prioritize work to meet deadlines and accomplish assigned tasks within established timelines.
- Work effectively both independently and as part of a team, establishing and maintaining cooperative work relationships.
- Willingness and ability to participate in on-call rota to address occasional maintenance issues after hours and on weekends.
- Performs housekeeping duties in absence of housekeepers.
- Assists department as needed with all other duties as assigned.

Application Process:

- Send resume or completed employment application to hr@camphillghent.org.
- Applications will be reviewed upon receipt and candidates will be contacted if they are selected for an initial interview.
- Employment offers are contingent upon successful completion of required Department of Health criminal background checks, and receipt of required medical certification.
- For more information about this position, please contact HR at 518-329-7924 ext. 104.