



Teatown Lake Reservation
Weekend Part-Time Facilities Maintainer
Job Description

Title: Weekend Facilities Maintainer (Part-Time)

Summary of Position:

Teatown Lake Reservation is an education center and membership organization located on a 1,000-acre nature preserve in the Lower Hudson Valley. Our mission is to inspire our community to lifelong environmental stewardship. Teatown maintains more than 15 miles of trails and hosts over 20,000 visitors annually.

The Facilities Maintainer is responsible for the day-to-day maintenance and upkeep for the facilities and grounds of Teatown. Should be a self-starter and motivated to work in a mission-driven organization. Should be well-organized and a team player. Must be flexible, as the daily requirements may change seasonally as needs arise. Ability to lift 50 lbs. Clean driving record. Basic knowledge of Spanish is a plus.

Reports To: This position reports to the Facilities Manager.

Tasks include but are not limited to the following:

Facilities/Structures

- Janitorial/custodial work
- General “handyperson” work
- Light carpentry, construction repair, and demolition
- Light painting
- Parts and supplies requisition and pick-up
- Party/event set-up, breakdown, and clean-up

Grounds

- Seasonal landscaping, including mowing, weed-wacking, hedge trimming, planting, and shrub removal.
- Fence repair, deck repair, bridge/walkway and other assorted light carpentry
- Raking/blowing yard waste, clippings, and leaf removal
- Trash removal, clean-up, litter pick-up and removal

Teatown’s mission is to inspire our community to lifelong environmental stewardship

- Shoveling and drainage repair
- Snow removal including shoveling, salting/sanding, plowing, snow blowing
- During snow season, may be called in after/before hours for snow removal duty
- Chain sawing and small/medium tree work (no climbing), if qualified
- Tractor work: will train, but experience with Kubotas is a plus

Location:

This position is based at Teatown Lake Reservation's facilities located at our Headquarters in Ossining, NY. This is a full-time position, Monday-Friday, 9:00AM-5:00PM, including 1-hour lunch break.

Salary range: This is a part-time weekend hourly position: 9:00am-5:00pm, including 1-hour lunch break. Potential to add weekday hours or transition to full-time position with full benefits. Salary \$20-25 per hour, depending on experience.

Instructions: To apply, please send your résumé and cover letter to Dale Rexhouse, Facilities Manager, at drexhouse@teatown.org. No phone calls, please.

