



MOHONK PRESERVE

P.O. Box 715

New Paltz, NY 12561-0715

Visitor Center 845-255-0919 fax: 845-255-5646

Daniel Smiley Research Center 845-255-5969 fax: 845-255-1018

www.mohonkpreserve.org

JOB DESCRIPTION SEASONAL FACILITIES ASSISTANT

Job Classification: Seasonal & variable; Non-exempt

Responsibilities: The Seasonal Facilities Assistant (SFA) helps to maintain the facilities and grounds of the Preserve. The SFA is charged with maintaining buildings, lawns, trails and entry ways of the Preserve to a high standard of upkeep. The SFA also participates in other projects and duties as needed. The SFA is supervised by the Associate Director of Facilities & Grounds. The seasonal employment of this position is expected to work up to 40 hours per week not to exceed 1,200 hours for the season of high visitation and warmer weather – April through November.

Basic Duties:

- Maintains condition of Visitor Center, access ways, restrooms and other public areas of the Preserve
- Mows lawn, runs weed-whacker, performs other general grounds work
- Implements painting and other general maintenance projects
- Assists other Stewardship staff in various projects
- Removes garbage from public access areas
- Other general labor duties as directed by supervisor

Qualifications:

The position requires the following knowledge, skills and experience:

- Operation and basic maintenance of gasoline powered equipment, mowers, saws, weed whackers, etc.
- Janitorial skills that assure a clean and presentable environment for the public
- NYS driver's license; capable to drive a manual transmission; ability to pass driving record and general background check
- Ability to perform strenuous labor for the duration of the work day
- Minor carpentry, plumbing and general building maintenance skills preferred
- Punctual and committed to the Preserve's mission