

Position: Maintenance Assistant

Reports to: Site Manager

Direct Reports: None

Classification: Regular, Full-time, Non-Exempt

Position Overview

The Maintenance Assistant is responsible for the monitoring and routine maintenance of buildings, grounds, and facilities on 200-acres of Piscataway Park stewarded by the Accokeek Foundation. The Assistant will perform daily janitorial work including facilities cleaning, trash removal, and maintaining open areas ensuring a clean and safe experience for visitors.

Duties and Responsibilities

- Assists with routine inspections, maintenance and repair of buildings and other facility structures across the site.
- Ensures adequate inventory of appropriate cleaning supplies and tools for each building on site.
- Performs daily and weekly janitorial duties to ensure offices and public spaces remain clean and disinfected.
- Sets up all buildings for daily operations including moving and arranging furniture and equipment as assigned and setting up and taking down furniture and facilities for rentals, meetings, and events.
- Maintains park grounds in clean condition including removal of trash and debris.
- Performs duties of Site Supervisor as scheduled, ensuring the safety of visitors, volunteers, and staff by monitoring and reporting any hazardous or unsafe situations across the site.
- Maintains administrative records related to site maintenance.
- Assists with livestock care and feeding, as needed.
- Supports Groundskeeper with maintenance of open park areas and trails.
- Performs other duties as assigned.

Qualifications

- High school diploma or GED; one year of related experience or training in park maintenance; or equivalent combination and experience
- Experience using standard farm and maintenance equipment and tools
- Demonstrated knowledge and application of good safety and risk management practices
- Excellent understanding of good work place practices
- Excellent judgment skills
- Excellent communication and interpersonal skills
- Strong ability and willingness to take initiative
- Comfort around large and small animals
- Ability to use technology and online programs including Office 365



Cultivating passion for the natural and cultural resources of Piscataway Park...

- Display professional maturity and strong interpersonal skills, positive attitude, show concern for people and community, demonstrate presence, self-confidence, strategic thinking, and good listening ability
- Have a valid driver's license, reliable transportation, and a good driving record

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision and distance vision.

Compensation and Benefits

This is a **Full-Time, non-exempt position** with weekend availability required. Starting pay ranges from \$17 - \$20/hour, depending on experience. The Accokeek Foundation provides employees a comprehensive benefits package including flexible paid time off, cost share benefit, paying 50% of health insurance premiums, retirement matching, and paid disability and life insurance.

To apply: Send a resume and cover letter describing how your experience, skills, and interests make you uniquely qualified for this position by email with the subject line "**Maintenance Assistant**" to info@accokeek.org.