



Powell House
Grow. Stretch. Connect.
Experience our simple, authentic setting.



POSITION DESCRIPTION POWELL HOUSE MAINTENANCE PERSON

Elsie K. Powell House, Inc. is the retreat and conference center for the New York Yearly Meeting of the Religious Society of Friends. Our events and programs are generated from the mission, vision and values of our strategic plan. The Maintenance person sees to the needs of the Powell House buildings and grounds, making sure that they are safe and properly maintained.

DESIRED SKILL SET: Competency in plumbing and interior/exterior building repair—including roofing. Basic knowledge of the operation of power tools and equipment.

Major job responsibilities are to:

- Monitor the structural condition of buildings, including plumbing, heating, fire alarm, and electrical systems, and perform or arrange needed maintenance or repair.
- Monitor the condition of lands including campgrounds, ponds, trails, driveways and parking lots, and see that they are well kept.
- Oversee the servicing and repair of Powell House indoor and outdoor equipment.
- Keep workshop and tools in order and ready for use.
- Keep records of maintenance work performed and needed for excellent documentation.
- Arrange work projects and work weekends, coordinating with and recruiting other staff members as needed and available.
- Help to budget and control the costs of materials, tools and contracted help to keep them as a reasonable minimum.

Compensation starts at \$20.00/hour. Position is part time—approximately 10-12 hours per week on average.

The Maintenance Staff person is supervised by the Executive Director of Powell House, and works in coordination with all other staff members