



NANTUCKET CONSERVATION FOUNDATION, INC.

POST OFFICE BOX 13 • 118 CLIFF ROAD, NANTUCKET, MASSACHUSETTS 02554-0013 • TEL 508-228-2884

PROPERTIES MAINTENANCE ASSISTANT

Summary

Property Maintenance Assistants perform all land and facility maintenance and improvement tasks under the direction and guidance of the Land Maintenance Manager, Facility Maintenance Manager, and Land Use Manager. They interface with the science and development groups as needed.

Specific Responsibilities

Properties Maintenance

1. Provides input to the Land Maintenance Manager, Facility Maintenance Manager, and Land Use Manager for the development of annual Facilities Management Plans and Property Plans for Visitor Use and Engagement.
2. Performs maintenance tasks as assigned by the Land Maintenance Manager, Facility Maintenance Manager, or Land Use Manager. Maintenance tasks include but are not limited to field mowing, brush cutting, lawn care, bush trimming, trash and debris removal, logo post installation, fencing installation, sign posting, trail cutting, road repair, tree removal, wood chipping, minor building repairs and minor equipment and vehicle repairs).
3. Troubleshoots for other maintenance issues that should be tended to when performing scheduled or unscheduled maintenance on any property or facility.
4. Keeps equipment and vehicles clean and well maintained.
5. Reports resource needs to the Land Maintenance Manager, Facility Maintenance Manager, or Land Use Manager.
6. Patrols and monitors use of properties by visitors.

Job Requirements:

This is a year-round job opportunity.

Experience Required: No

Number of Hours Per Week: 40 (occasionally asked to work after-hour events)

Work Schedule (Start/End time): 8:00 A.M. – 4:00 P.M.