

## SHADOWCLIFF POSITION DESCRIPTION: Maintenance Manager

---

**JOB TITLE:** Maintenance Manager

**REPORTS TO:** General Manager and Assistant Manager

**STATUS:** This is a fulltime position for the seasonal term of the employment with availability 3-4 weeks in advance of the season and for approximately one week following the close of the season being requirements. A strong preference is given for a multi-year commitment.

---

### Summary

The primary purpose and function of this position is to serve as the day to day Maintenance person. The responsibilities include preventive maintenance and working with the Director(s) and Board for design and implementation of long term improvements.

### Essential Functions

- I. Ability to work with volunteers and staff on maintenance related issues and special projects.
- II. Day to day repairs and maintenance of the facilities.
- III. Provide an available inventory of supplies and equipment necessary for routine repairs and in anticipation of special projects.
- IV. Be available periodically to supervise staff and volunteers on specific maintenance projects.
- V. Reside on premises and be physically present on the job a minimum number of hours each week which shall be agreed upon with the General Manager.

### Knowledge and Background Requirements

- Experience in the repair and maintenance of electrical and plumbing services.
- A professional attitude and appearance and the ability to work effectively with staff and volunteers.
- Ability to work with limited resources and able to improvise where required.
- Background check required.

## **Positions Supervised**

Periodically with staff and volunteers on special maintenance projects

## **Critical Job Elements**

- Extended work hours sometimes required
- Ability to perform essential functions satisfactorily
- Ability to make decisions under time pressure
- Valid driver's license and willingness to use personal car

## **Compensation**

The Shadowcliff Maintenance Manager will be compensated with a private room, board, a seasonal monthly salary of \$750, and a discretionary end of season bonus. Limited cell phone reimbursement with approval and computer access available.

[www.Shadowcliff.org](http://www.Shadowcliff.org)

