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Position: **Building & Grounds Maintenance Associate**

Date: November 2023

Reports to: Finance & Operations Senior Associate

FLSA: Non-Exempt

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### Position Summary

The New York-New Jersey Trail Conference is seeking an individual on a part-time basis to maintain and coordinate the maintenance of our Headquarters located on 600 Ramapo Valley Road, Mahwah, N.J. Our two-story building is comprised of a restructured historic building and an addition in the rear for a total area of approximately 8,000 Sq. Ft.

The B&G Maintenance Associate role is a part-time (12-17 hours per week) position, reporting to our Finance and Operations Senior Associate to maintain our facility. Applicants should be comfortable working with staff, volunteers and contractors in a fast-paced, open work environment while coordinating multiple activities.

### **Responsibilities:**

- Perform scheduled maintenance activities according to set schedules. Tasks include changing all filters and batteries, winterizing outdoor faucets, and taking temperature and pressure readings on geothermal units.
- Identify needs for repairs done internally and externally; Perform troubleshooting and small repairs; occasional paint jobs. Follow through to completion, outsource when appropriate in consultation with F&O Senior Associate
- Perform weekly inspections of all supply closets, crawl space and perimeter of property. Conduct physical inspection of mechanicals including sump pump, Geothermal HVAC system.
- Keep all egresses free of items, clear of snow and ice and liaise with landscaping and snow removal vendor.
- Set lighting timers, change light bulbs as required.
- Manage the external weekly cleaning vendor to ensure that our building is clean, comfortable, and safe for our employees, volunteers, and visitors.
- Oversee maintenance of all areas including old and new wood floors.
- Maintain necessary spare parts inventory.
- Work with staff and volunteers to install wall systems to display artwork and historic memorabilia.
- On occasion work with staff and volunteers to respond to emergency maintenance needs. Including but not limited to unforeseen events related to pests, weather, and equipment malfunction.
- Meet with vendors for on-site visits for (but not limited to) HVAC, fire alarm maintenance, fire extinguisher inspections, landscaping projects, pest control, roof repairs.
- Maintain vendor contact listing.
- Manage recycling efforts including preparing cardboard and plastics for bi-weekly pickup. Note dumpster use and pickup; liaise with professional hauler.
- Ensure any renovations or repairs meet regulatory, grant, and/or donor requirements.
- Special projects as assigned.

**Skills & Experience Required:**

- Ability to lift and carry moderate weights.
- Ability to perform physical work such as climbing 12' ladder and squatting in a crawl space.
- Capacity to work independently with minimal supervision to manage a wide array of tasks, and responsibilities.
- Self-starter to learn new systems as needed.
- Ability to stay organized and work productively in a busy, dynamic environment.
- Strong communication skills
- Proven ability to work well and cooperatively in a diverse work environment.
- Valid driver's license and insurance and reside within commuting distance of Mahwah, NJ.

**Desirable Qualifications:**

- Experience with building systems such as HVAC, electrical, plumbing
- Landscape maintenance experience
- Home improvement experience and skills

Work Environment

Based in Mahwah, New Jersey, this is a part-time position beginning immediately. The job responsibilities necessitate being fully available on-site.

The Trail Conference believes that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

Compensation

The hourly rate is commensurate with experience. The range is between \$20 – \$22.50/hour commensurate with experience. This position is eligible for matching 403(b), complimentary membership, paid sick days, and paid holidays.

Application:

To apply, please submit the following items via email attachments (start all file names with your last name) to [jobs@nynjtc.org](mailto:jobs@nynjtc.org), subject line: Building & Grounds Maintenance Associate: "Your Last Name". All application materials will be kept confidential.

1. A professional resume.
2. A cover letter addressing your interest and qualifications.
3. Contact information for three references.

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls, please.

Employment Opportunities

The New York-New Jersey Trail Conference provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state, and local law. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

About Us

For more information about the New York-New Jersey Trail Conference, please visit

<https://www.nynjtc.org/about-us>