

NORTH COUNTRY MAINTENANCE ASSISTANT

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 27 chapters to inspire people to enjoy the outdoors ethically.

POSITION SUMMARY

The North Country Maintenance Assistant is a team-oriented maintenance position based out of the Heart Lake Program Center. The maintenance team works to ensure the efficient operation of ADK's North Country properties: the Heart Lake Program Center and Johns Brook Property. This includes routine maintenance, facility upgrades, and safety checks. In all aspects of this position, good communication and quality workmanship are of utmost importance.

The Heart Lake Program Center is a frontcountry facility that requires some back-and-forth travel by car. The Johns Brook Property is only reachable by trail and requires a 7-mile round trip hike with tools and equipment per visit.

During the winter season, the maintenance assistant may also be required to support functions at the Johns Brook Property by operating as "hut master" for Johns Brook Lodge. This requires staying for multiple nights at the lodge to perform maintenance, assist guests, and oversee the general operations of the property.

KEY RESPONSIBILITIES

Property Maintenance – 90%

- Perform routine maintenance tasks and projects assigned by the Maintenance Director.
- Assume responsibility for maintenance operations in the absence of the Maintenance Director.
- Be available to respond to emergency maintenance situations on a 24-hour basis.
- Assure timely completion of projects according to established priorities.
- Assist with snow removal in a timely manner.
- Maintain preventative maintenance schedules for major equipment, built structures and vehicles.
- Conduct necessary maintenance of the campground washhouses and composting facility, as needed.
- Perform monthly property inspections, using the appropriate self-inspection form.
- Perform weekly vehicle maintenance checks and periodic preventative maintenance.
- Inspect fire extinguishers, smoke detectors, and alarm system on a regular basis.
- Conduct grounds maintenance on North Country properties: mowing, raking, seeding, etc.
- Inspect and maintain lean-tos, campsites, picnic tables, and fireplaces.
- Monitor Adirondack Loj and HPIC firewood supply and provide additional wood as needed.
- Facilitate trash removal on an as-needed basis.

Guest Services – 10%

- Assume property leadership role at Johns Brook Property as requested (mainly winter season).
- Provide a welcoming atmosphere for guests and passers-by hikers.
- Provide accurate trail information.
- Assist guests with the check-in/check-out process.
- Communicate with Adirondack Loj regarding reservations.
- Communicate with DEC on rescues, provide first aid when necessary.

QUALIFICATIONS

Basic:

- Highly organized and self-motivated.
- Able to work independently and troubleshoot maintenance problems.
- Willingness to learn and to take on a multitude of different types of projects.
- Physically able to hike up to 7 miles while carrying tools and supplies.
- Willingness to occasionally work long days and weekends.
- Demonstrated interests in outdoor recreation and education.
- Valid driver's license.

Preferred:

- 2–3 years of experience in a hospitality setting.
- 2–3 years of experience in maintenance and construction.

BENEFITS AND COMPENSATION

Reports to: Maintenance Director

Supervises: N/A

Classification: Full-time, non-exempt

Dates: Starts immediately upon hire

Salary/Wage: \$19.00/hour

Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental; free ADK workshops, discounts on store merchandise and rental equipment.

Housing: Shared onsite housing available at Heart Lake Program Center with three meals a day for a small deduction.

ORGANIZATIONAL STATEMENT

As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.