



Meadowmount is looking for a  
**Maintenance and Grounds Coordinator**

Part-time 20 hours per week plus seasonal full-time (June, July, August)

Estimated annual salary - \$26,880.

Position is eligible for paid time off and approved overtime.

### **Position Summary:**

The **Maintenance and Grounds Coordinator** supports the overall safety, functionality, and appearance of the campus by performing routine and seasonal grounds maintenance, assisting with general building upkeep, and providing hands-on support for facilities projects. This position ensures that outdoor spaces remain well-maintained throughout the year, including winter snow and ice management, and contributes to the efficient operation of campus facilities by completing minor repairs, preventive maintenance tasks, event or project setup, and other assigned duties. The Coordinator works both independently and collaboratively with the Facilities team to uphold campus standards, respond to maintenance needs in a timely manner, and supports a welcoming, well-kept environment for students, staff, and visitors.

### **Qualifications Summary:**

The ideal candidate demonstrates professional and courteous communication skills and brings experience in groundskeeping, landscaping, and basic building maintenance. They are skilled in safely operating maintenance tools, power equipment, and seasonal machinery, and possess strong problem-solving abilities with the judgment to address issues proactively. This role requires a reliable, self-directed work ethic, the ability to manage tasks independently or collaboratively, and the physical capacity to perform manual labor in varying weather conditions. A commitment to maintaining a safe, clean, and welcoming campus is essential. Preferred qualifications include experience in facilities maintenance or related trades, familiarity with plumbing, electrical, or HVAC systems, knowledge of pest prevention or weatherization, experience in multi-building environments, and a valid driver's license.

### **How to Apply:**

Please send a resume with cover letter explaining your interest in this position to [meadowmount@meadowmount.org](mailto:meadowmount@meadowmount.org) or Facilities, 1424 County Route 10, Westport, NY 12993

Position open until filled.