

**JOB DESCRIPTION  
HEAD OF MAINTENANCE**

**INTRODUCTION**

Each person who works at Rowe helps to create the “Rowe Experience” for our guests. We work as a team to create the magic that is Rowe and each staff person holds a specific piece of that energy. The role of the Head of Maintenance is to maintain an environment that is safe and well cared for and meets the basic needs of our guests. The atmosphere and environment provide an energy field that supports the work that is done in our programs. The vision is to create a warm and cozy space that feels like home, is safe to be in, and provides for the basic needs of water, shelter, heat, light, sanitation, and cleanliness. Our facilities and systems are reflective of who we are and what we value. A safe and comfortable space provides the foundation for safety needed, so that our guests may be fully present while attending and participating in our programs.

**SUMMARY**

The Head of Maintenance at *Rowe Camp & Conference Center* is responsible for the maintenance and upkeep of all buildings and equipment, as well as the water, septic, and other systems that affect the functioning of the physical plant. It is the responsibility of the Head of Maintenance to keep the facility safe, attractive, and in good condition. The Head of Maintenance will utilize the Maintenance Person, work-study interns, volunteers, bartering participants, and outside contractors when needed, to facilitate the upkeep of the Camp and Conference Center.

The Head of Maintenance will be a team member of the Facilities Department and will be supervised by the Director. Work assignments will be prioritized according to the needs of the camp and conference center.

**MAINTENANCE RESPONSIBILITIES**

1. Repairs and upkeep to structures owned by Rowe C&CC
2. Maintaining safety standards and building codes
3. Overseeing and participating in building projects as assigned
4. Maintain all vehicles, small machinery, power tools, and appliances.
5. Upkeep, proper use, storage, repair, and replacement of all equipment and tools.
6. Monitor and maintain water system, including all plumbing infrastructures and external supply lines
7. Preventive maintenance on all heating systems.
8. Arrange for repair of all systems
9. Purchase of maintenance and building supplies and tools

**SUPPORT TO OTHER DEPARTMENTS**

1. Prepare for changeovers from conference season to camp
2. Prepare for and participate in camp inspections and building inspections
3. Insure that kitchen is ready for move and all equipment is operating

4. Support housekeeping department as needed.

### **SUPERVISORY RESPONSIBILITIES**

1. Participate in and coordinate activities for Work Weeks, including ordering of supplies
2. Supervise the summer Maintenance Assistant and the Maintenance Intern

### **LEGAL AND REGULATORY RESPONSIBILITIES**

1. Liaison person for the Town Building Inspector, Department of Environmental Protection, and any other regulatory agent pertaining to buildings and grounds
2. Maintain current knowledge of all Massachusetts laws and regulations pertaining to buildings and grounds and insure that all buildings and systems are in compliance

### **COMMUNITY ASSIGNMENTS**

1. Attend weekly staff meetings
2. Participate in KP rotation when needed
3. Help out during flyer parties, food deliveries, kitchen move, and other community work and play projects
4. Attend Stewardship Committee meetings and other organizational meetings as assigned

### **QUALIFICATIONS AND EXPERIENCE**

Skills Required: This position calls for a self-starter with good knowledge of the building trade. This person should have the ability to work well with others, good supervisory skills, be in good physical condition, and have the ability to work autonomously. Skills in carpentry, large and small machinery, plumbing, and electrical work are required.

Work Experience and Education: Experience working in maintenance, construction, or some other related field is required.

Vacation Restrictions: The Maintenance Person may not take more than 2 weeks vacation during the summer. Summer vacation should be scheduled during 3 week camp sessions and should not be during camp changeovers. The Head of Maintenance shall coordinate days off with the Maintenance Person so that neither is off at the same time and vacations with the Facilities team so that more than one person is not away at one time .