

Position Summary

The Facility Maintenance Technician position is responsible for performing duties to maintain, repair, troubleshoot and solve problems associated with NESS's buildings, land-based equipment, and systems. This is a fulltime, year-round position.

Duties and responsibilities

- Perform regular preventative maintenance (carpentry, mechanical, painting, light construction and general operational housekeeping)
- Consistently assess potential risks and malfunctions related to plumbing, carpentry, electrical, and mechanical functions
- Use a variety of hand and power tools
- Ensure facilities are maintained in a clean, safe and orderly manner.
- Ensure custodial and maintenance activities comply with health, fire and other safety regulations
- Routine maintenance of office equipment, painting of facilities, light construction (e.g. shelves, door repair, replacing ceiling tiles), preventive maintenance (e.g. clean furnace and air conditioning screens, oil motors and moving parts) and similar activities
- Respond efficiently and safely to emergency situations
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision
- General upkeep and restocking items for bathrooms, sinks, and toilets
- Office maintenance (e.g. vacuuming, dusting, taking out trash and recycling)
- Manage ordering and inventory of cleaning and paper supplies (e.g. soap, paper towels, toilet paper etc.)
- Securing of buildings, NESS property, and equipment after operating hours
- Report any major damages, and oversee repairs
- Other duties as assigned

Requirements

- Work evenings and weekends as warranted
- **Education/Certifications**
 - Minimum of high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of combined education and maintenance experience.
- **Experience/Skills/Knowledge**
 - Proficiency in use of hand and power tools to complete projects
 - Knowledge of use and maintenance of commercial cleaning products
 - Attention to detail and conscientiousness
 - Results driven self-starter
 - Aptitude in problem solving and decision making
 - Ability to prioritize projects to work efficiently

- Ability to work independently or under direct instruction and complete projects and tasks on a timeline
- Able to effectively and proficiently communicate with all NESS constituents

Work Environment

NESS operates in and near marine environments. Weather conditions can be variable ranging from hot and humid to wet, windy and cold depending on the season. Position will be required to work both indoors and outside depending on operational needs.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing for long periods of time
- Lifting and or moving up to 50 lbs.
- Use hands to handle, and control objects, tools, or controls
- This position is very active walking, bending, kneeling, stooping, crouching, crawling, and climbing

Please send your cover letter and resume to: jobs@nessf.org Subject, Facilities Maintenance Specialist

Compensation commensurate with experience, and may include an extensive benefits package

New England Science & Sailing Foundation is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment at our organization without regard to age, color, gender expression, genetic information, disability status, race, national origin, religion, sex, sexual orientation, or status as a protected veteran. NESS welcomes individuals with diverse backgrounds, experiences, and ideas who uphold our core values of inclusiveness, stewardship, personal growth, and experiential learning.

About NESS

New England Science & Sailing Foundation, Inc. (NESS), is a nonprofit 501(c)(3) ocean adventure education organization that engages students in experiential learning to build confidence, teamwork, and leadership skills. Marine sciences, adventure sports, powerboating, and sailing are platforms for inquiry-based learning, personal discovery, teaching respect and responsibility for the sea, and creating connections with the community. NESS operates year-round with families, schools, and organizations to provide high-quality programs that blend an innovative curriculum with exciting ocean adventure activities. For more information, visit www.nessf.org