



**CHRISTODORA  
MANICE EDUCATION CENTER  
Maintenance Position**



**Organization Description:** [www.christodora.org](http://www.christodora.org)

**Program/Position Description:**

*Located in the heart of the Northern Berkshire Mountains, Florida, MA:*

<http://www.christodora.org/english/documents/description.pdf>

**Maintenance Manager**

*Seasonal FT Position from April through October.*

**Job Description:**

- Ø Responsible for facilitating upkeep and safe operation of agency vehicles.
- Ø Ensuring that our facility meets building codes and meets or exceeds safety standards.
- Ø Facilitating or performing the completion of general repairs and upkeep of facility and grounds, weekly sanitation disposal, landscaping.
- Ø Documentation of Fire Safety and Facility Safety reports, including inventory and upkeep of Center equipment/tools.
- Ø Safe operation of lawn tractor, chainsaw, and other tools/equipment.
- Ø Availability during off work hours if facility, grounds, or vehicle concerns require immediate attention helpful, but not required.

**Qualifications:**

- Ø Dedicated, independent, and trustworthy individual with job related experience required.
- Ø Ability to perform general maintenance task as described in the job description, including use of equipment, tools, tractor, heavy lifting, etc.
- Ø General mechanical, electrical, plumbing, carpentry, and chainsaw skills preferred. Arborist skills a plus.

**Compensation:** Up to \$400/wk. depending on experience, workman's insurance, potential room and board from April to October. Background Check and Physical Required.

**TO APPLY:** *Position currently filled. Waiting lists apply. If interested:*

Send cover letter, resume and 3 references to Matthew Scholl, MEC  
Program Director @ [manice@christodora.org](mailto:manice@christodora.org) or mail to Manice Education  
Center, 68 Savoy Road, Florida, MA 01247, Call or fax to 413.663.8463.