

Hudson Highlands Nature Center

Job Description: Groundskeeper/Maintenance/Handy Person

This is a part time, hourly, non-exempt position – 18-28 hours a week.

Varies by Season: April - November: 24-28 hrs /week. December - March: 18-20 hrs/week

Flexible hours are necessary

Supervisor: Assistant Executive Director - Director of Operations

All employees are responsible for helping to forward the mission of the Hudson Highlands Nature Center to create responsible caretakers of the environment. All employees are expected to work in good faith with each other to promote the success of the mission and the organization through programs, activities, exhibits and through care and respect for museum members, visitors and program participants.

Responsibilities of Groundskeeper/Maintenance/Handy Person

- Responsible for preparing and maintaining the grounds at both locations including Grasshopper Grove, for all programs. This includes mowing, trimming, weeding, watering, seasonal field clearing and other maintenance needed to keep program areas neat and manicured.
- Responsible for the upkeep of trail systems at both locations. This includes mowing, trimming, pruning and other maintenance as needed.
- Experience with operating and servicing ZTR (zero turning radius) mowers and Tractors is absolute necessity
- Knowledge of proper care, upkeep and maintenance of all vehicles and equipment is essential.
- Basic maintenance experience & knowledge to provide basic repairs and maintenance of the building and grounds and organization of workshop area.
- Basic Janitorial work including removal of garbage and stocking of restroom supplies
- Maintaining inventory of janitorial and maintenance & hardware supplies and work with Assistant Executive Director on ordering
- Other duties as assigned

Wage and Benefits:

- Hourly wage: \$17/hr
- The Nature Center is an equal opportunity employer.

How to Apply: Send a resume to Assistant Executive Director/Director of Operations Robert Lipkin at rlipkin@hhnaturecenter.org