

The Position: We're looking for a **full-time Facilities & Grounds Manager**. The work week is Monday-Friday, with on-call rotation for emergencies outside of regular business hours.

The Organization: Camphill Ghent, Inc. located in Chatham, NY opened in 2012 and provides independent and assistant living residence to 70 residents in an elder community setting.

Why Should You Apply?

- The health insurance benefit through CDPHP only costs \$47 bi-weekly for the family plan! All copays, deductibles, and prescriptions are paid by Camphill Ghent and there is no waiting period. This leaves you with more take-home pay!
- We offer generous paid time off (4 paid weeks off per year to start). Plus up to 13 paid holidays.
- We encourage and support good health and wellbeing by offering an annual wellness stipend of \$1000--this can be used for a new kayak, fitness equipment, massages, etc!
- We successfully navigated through the COVID-19 pandemic and continue to be a safe place to work.
- Other benefits include dental and vision insurance, a 401k retirement plan with an employer contribution, and a diverse, beautiful, and non-traditional work environment.

Requirements:

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Must be capable of working indoors and outdoors year-round.
- Minimum of two years in a similar role for a large or multi-faceted health care facility with prior supervisory experience preferred.
- Must have a demonstrated aptitude in all aspects of property and building systems management.
- Familiarity with computers and the use of maintenance/land related software.
- Five years field experience in a relevant trade preferred.
- Some analytical ability to gather and summarize data, including financial information, and to prioritize work.
- Is able to work effectively and make good decisions with minimal supervision. Has good problem-solving abilities and a demonstrated ability to effectively communicate verbally.
- Strong organizational skills, including the ability to manage multiple projects and details simultaneously, and the ability to meet deadlines.
- Must be able to speak, read and write English.
- Must have a valid NY driver's license.

- Bachelor's degree in a related field preferred; High school education or equivalent GED required.

Responsibilities:

- Follows policies and procedures to assure that a high quality of services are maintained, to include preventative facility maintenance schedules, risk management, building security, building maintenance repairs, grounds maintenance, and emergency response systems.
- Maintains accurate maintenance records on all utilities, systems and equipment.
- Provides supervision and coaching to Facilities and Grounds Department staff.
- Ensures the continual monitoring of Camphill Ghent's wetland mitigation plan.
- Assists with establishing a facilities and grounds department budget and ensures monthly expenses stay within the budgetary guidelines.
- Performs and documents daily, weekly, monthly, quarterly semiannual and annual inspections including third party (contractor) inspections as required by DOH regulations.
- Ensures that the waste water treatment plant and related equipment is running in accordance with DEC regulations.
- Inventories and orders maintenance and environmental service supplies on an as-needed basis.
- Inspect apartments upon vacancy and coordinate the refurbishment of units in a timely manner, documenting all work performed.
- Maintain safe and reliable transportation for community and resident coworker use.

Application Process:

- Send resume or completed employment application to our Human Resources department.
- Applications will be reviewed upon receipt and candidates will be contacted if they are selected for an initial interview.
- Employment offers are contingent upon successful completion of required Department of Health criminal background checks, and receipt of required medical certification.
- For more information about this position, please contact HR at 518-329-7924 ext. 104.