



Maintenance Assistant (Seasonal Full-time; anticipated year-round potential)

Position: The Fort Ticonderoga Association (FTA) is seeking a responsible and enthusiastic Maintenance Assistant to assist in the maintenance of our 2,000-acre historic campus in beautiful Ticonderoga, New York. The Maintenance Assistant will help maintain our facilities, landscape, and equipment. He/She will assist in the maintenance of the site, cleanliness of facilities, and support other departmental activities including events and all other Fort Ticonderoga programs as needed.

A Maintenance Assistant must be reliable and accurate in all of his/her work. He/she must have technical skills and knowledge of various crafts such as carpentry, plumbing, electric and mechanics. Candidate must be enthusiastic, energetic, and must maintain and promote a positive attitude. A commitment to excellence is expected and an outstanding professional demeanor, energy level and work ethic is required. The Maintenance Assistant reports directly to the Maintenance Supervisor.

Responsibilities:

- Completes daily maintenance, landscape and facilities tasks as assigned
- Implements and maintains policies and procedures that provide safe, cost-effective, and essential services
- Ensure adherence to quality standards and health and safety regulations
- Conducts all repairs and maintenance of equipment, structures, and landscape as assigned
- Ensure compliance of historic integrity of landscape and structures
- Coordinate and implement event support and support for other departments
- Completes tasks to ensure health and cleanliness of site and facilities
- Assist in capital and special projects as needed
- Supports the site and all departments in the absence of the Maintenance Supervisor and as assigned

Requirements:

- Proven experience as a maintenance assistant or similar role
- Technical knowledge of building systems (electrical, heating, plumbing, etc.)
- Knowledge of health and safety practices and regulations
- Physical strength to perform heavy physical tasks for extended periods
- High school diploma. Degree from a vocational school preferred
- Ability to perform several tasks simultaneously
- Ability to work independently and as an effective team member
- Valid Driver's license is required

Work Schedule:

The normal working hours for this position will be Monday through Friday, 7 am until 3 pm; some evenings and weekends may be required on a scheduled basis.

Fort Ticonderoga is an Equal Employment Employer

To apply, send letter of interest, 3 references, and application to info@fort-ticonderoga.org, with subject "Maintenance Assistant" or send to our physical address at The Fort Ticonderoga Association, P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883.

April 2021