



# MAINE WILDLIFE PARK

## **Groundskeeping/Maintenance Assistant**

This is a year-round non-benefitted part-time position at Maine Wildlife Park. The Groundskeeping/Maintenance Assistant is responsible for assisting the Maintenance Coordinator and the Superintendent in the upkeep, repair, and overall maintenance of facility buildings, exhibits and structures.

**Salary:** \$17.00-\$21.00 hourly. Pay commensurate with experience.

### **Essential functions and responsibilities:**

- Assists with installation and maintenance of all components of Maine Wildlife Park infrastructure to ensure operations and maintenance needs are met.
- Assists in evaluating maintenance and equipment needs for assigned areas, including vehicles, miscellaneous repair equipment, shop equipment, tractors, and lawn mowing machinery to ensure availability.
- Performs maintenance and repair activities as directed to ensure safety and upkeep of grounds, facilities, and equipment.
- Performs basic trade work as directed to assist in the construction and repair of park buildings and support facilities.
- Services and performs maintenance on vehicles and other equipment as directed to ensure safe and well-maintained vehicles and equipment.
- Assists in inspecting maintenance and repair work as directed to ensure compliance with applicable standards.
- Communicates clear recording of inventories, work performed, time spent, and materials used.

### **Other duties and responsibilities:**

- Assist senior staff in emergency situations as necessary.
- Assist in ensuring compliance with all Maine Wildlife Park policies and procedures.
- Participate in individual and team-oriented park projects and events as needed.

### **Position requirements:**

- Basic knowledge in the maintenance field to include work experience in plumbing, electricity, welding, and/or allied fields.
- Basic knowledge of hand and power tools and safe operation of such.
- Basic knowledge of construction materials.
- Ability to comprehend and implement complex direction.
- Ability to guide and manage time and material needs for repair, maintenance, and groundskeeping tasks.
- Ability to communicate effectively.
- Ability to write clearly and effectively.
- Ability to read, understand and follow blueprints.
- Ability to work with a wide variety of unskilled, semi-skilled, and skilled tradespeople.