

Pocono Environmental Education Center (PEEC) Maintenance Staff Position Description

MAINTENANCE STAFF ROLE

The Maintenance Staff reports to the Facilities Director. This position requires flexibility to work with/around the general public, work with all PEEC staff, manage/triage when equipment malfunctions and maintain a positive attitude when campus needs continual lawn care and trash removal. This position is integral to the visitor/guest experience.

MAINTENANCE STAFF RESPONSIBILITIES

The Maintenance Staff must be a proven skillsman and have significant experience in facility care and safety. They must be capable of caring for equipment, workshop area, vehicles and be occasionally on call after typical work hours.

- Assist with grounds upkeep including landscape work, snow removal, tree removal, and road maintenance.
- Assist with maintaining sanitary conditions including trash removal and water/well system testing and care
- Assist with vehicle maintenance with PEEC's fleet of trucks, vans, golf cart, and gator. Guest and safety is vitally important.
- Help with general security around campus including outdoor lighting upkeep, locking buildings, and if asked to watch campus cameras.
- Assist with staff housing and cabin maintenance and upkeep including water, heat, electric, gutters, and roofs.
- Assist with ordering supplies and managing inventory.
- Generally participate in periodic staff meetings, visitor relations, and all other duties as assigned.

DESIRED EXPERIENCE

The ideal candidate may come from a background of facility care. Critical to success will be a passion for PEEC's mission and a capacity to complete projects both independently and with co-workers, to prioritize safety and the integrity of campus. Ability to prioritize tasks while maintaining a consistent work ethic is essential to be successful in this role.

COMPENSATION

This is a regular, full-time, exempt position. Annual salary of \$36,000, depending on experience. We offer a competitive compensation package with benefits that include paid time off, 75% employer-paid medical/dental/ vision insurance, 403(B) program (with employer match of 7.5%), short-term disability, and life insurance.



POSITION START DATE

The start date of this position is flexible, but the applicant should be available to start no later than May 1, 2024.

TO APPLY

Interested candidates should apply via email by sending a resume and cover letter identifying qualifications that match the position criteria and describing what they will bring to the role. The email should be sent to kdaly@peec.org with the subject line "PEEC, Maintenance Staff Search." Application review will begin on April 1st and will continue until the position is filled.

Final offers of employment are contingent upon the successful completion of a background check that includes employment history, national criminal background check, national sex offender registry search, and a driving history check.

ORGANIZATION BACKGROUND

The Pocono Environmental Education Center (PEEC) is one of the largest overnight and day environmental education centers in the US. For 50 years, PEEC has provided outstanding environmental and sustainability experiences to over 30,000 people each year. Our focus is overnight and day-long, immersive, hands-on outdoor experiences for students from Pennsylvania, New York, and New Jersey. We offer nature, STEM, and recreational programs for school groups, families, adult learners, and professionals. The entire educational experience at PEEC is place-based, so our forests, the Delaware River watershed, our trails and our sustainable campus are an integral part of the teaching experience. PEEC is an independent 501(c) 3 non-profit located in Northeast PA, within the Delaware Water Gap National Recreation Area, and is the education partner of the National Park Service within the Park.

PEEC MISSION

PEEC advances environmental education, sustainable living, and appreciation for nature through hands-on experience in a national park.

PEEC FACILITIES

PEEC is situated on a 38-acre campus surrounded by the 77,000 acres of the Delaware Water Gap National Recreation Area. The campus, its 40+ buildings, 6 hiking trails, and two ponds are situated on a ridgeline one mile above the Delaware River. There is overnight accommodation for 300 students, in a combination of 4 season cabins, lodges and yurts and an award-winning passive solar dining hall as well as a 12,000 square-foot main building and numerous other buildings. There are also team building and confidence courses, pavilions and outdoor amphitheaters on campus. PEEC is open year-round. PEEC is situated on Federal land and most of the buildings are owned by the National Park Service.

ADDITIONAL INFORMATION

More information on PEEC can be found at peec.org.

PEEC is an Equal Opportunity Employer. Our effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. Recruiting and retaining a diverse workforce is a high priority at PEEC. PEEC does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental, disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies, programs or operations.

