



PO Box 816, Katonah, NY 10536 / 914.232.5035 / caramoor.org

Title: Facilities Assistant Superintendent

Department: Gardens & Estate

Supervisor: Facilities Superintendent

Employment Type: FT, non-exempt

Pay Range: \$24-\$28/hour, plus medical, life, 401k, and more

Caramoor Center for Music and the Arts is seeking a Facilities Assistant Superintendent to join our dedicated and hardworking facilities team. The ideal candidate will be friendly, reliable, and have a wide range of knowledge and skills to help maintain multiple historic buildings, performance venues, and gardens. Certified training opportunities available. Bilingual English/Spanish a plus.

Essential Duties & Responsibilities:

- Must have a valid Driver's License and be proficient in operating large equipment (skid steer, backhoe, lifts, etc.)
- Comply with health and safety standards and government regulations
- Maintain all building systems: mechanical, electrical, plumbing, fire suppression, and waste management
- Perform light carpentry, electrical, plumbing, small engine repair, landscaping, gardening, and snow removal, as necessary
- Perform preventative maintenance on vehicles and power equipment
- Assist with recruiting, training, and supervising facilities crew and seasonal maintenance staff
- Assist with supervising maintenance and repairs of facilities and equipment by vendors/contractors
- Respond to facility alarms and equipment system failures
- Oversee and perform cleaning and upkeep of all buildings, drives, and walkways
- Maintain operation of gates and lighting
- Collaborate with Artistic, Special Events, Backstage Technical Crew, and event staff to support event operations and private rentals; Oversee vendor load-in/out, provide event coverage, inspect property and facilities for damage
- Occasionally assist with directing guests to parking areas
- Schedule is generally Monday-Friday, but flexibility to work nights and weekends, particularly in the summer, desired

This description is not intended to be all inclusive. The employee may also perform other reasonably related duties as assigned by the Facilities Superintendent or other management as required. Background and driving record check will be required.

Caramoor is committed to a fair and equitable workplace. Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action, and discharge shall be conducted on the basis of qualification and ability without regard to race, religion, disability, sexual orientation, color, age, gender, national origin, citizenship or immigration status, marital status, military and veteran status, or any other basis protected by law.