



Maintenance Supervisor

Hazon is the Jewish lab for sustainability. We're the largest dedicated environmental organization in the American Jewish community. In aggregate we're seeking to shift the nature of what it means to be Jewish in the 21st century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, and Detroit.

The ideal candidate will be working full time and must have a flexible schedule, availability to work nights and weekends. This position is based at Isabella Freedman Jewish Retreat Center in Falls Village, CT. The Maintenance Supervisor will report to the Director of Facilities. Our campus is defined by guest buildings, staff buildings, office buildings, shared/common spaces, dining room, commercial kitchens, pool and pool house, docks, boats and other spaces.

Responsibilities include

- Organize all repairs, maintenance and grounds keeping work for all campus buildings, including staff facilities.
- Manage short-term and long-term maintenance and repair projects.
- Oversee and schedule maintenance staff, including regular work hours and retreat coverage.
- Organize seasonal preparation for campus including winter storms, lawn mowing, pool opening and closing, gutter cleaning, and boat and docks maintenance.
- Schedule work with outside vendors and contractors.
- Oversee maintenance budget and expenditures
- Maintain credit card(s), records, receipts and monthly reports.
- Maintain a repairs and maintenance request log.
- Post and hire positions for maintenance team.
- Oversee professional development for maintenance staff including training programs and conferences.

Qualifications

- Ideal candidate should have 3-5 years' experience in related trades, electrical, plumbing, carpentry, painting, grounds keeping, small engine repairs
- Management experience
- Able to understand trade related technical terms
- Have basic knowledge of hand tools
- Possess a valid driver's license/insurable

How to Apply

To apply, send resume and cover letter to jobs@hazon.org with "Maintenance Supervisor" in the subject line. Applications will be reviewed on a rolling basis.

Salary is commensurate with experience, including benefits package.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.