March 2024

**Job Description**

**Position: Maintenance Technician
Hubbard Brook Research Foundation (HBRF)
Status: Full-time - April – October, Flexible (at least 20 hours/week) – November - March
Salary: $19 - $24/hr, based on experience
Full Benefits, including health, dental & life insurance and 403b retirement plan
Location: HBRF Facilities in NH at Mirror Lake (N. Woodstock) and Pleasant View Farm (Thornton)
Regular Schedule: 40 hours per week (flexible in winter), according to an established schedule and willingness to respond to facility issues during off-business hours
Reports To: Director of Finance & Administration (DFA)**The Hubbard Brook Research Foundation (HBRF) works to support the Hubbard Brook Ecosystem Study in Woodstock, NH. For more than half a century at the 8,000-acre Hubbard Brook Experimental Forest, long-term studies of air, water, soils, plants, and animals have revealed the causes and consequences of acid rain; the effects of lead, salt, and nitrogen pollution in streams and lakes; and the environmental drivers affecting migratory songbirds.

Established in 1993, HBRF provides housing and logistical support to scientists and connects the Hubbard Brook Ecosystem Study with diverse stakeholder groups across New England. HBRF synthesizes and presents scientific information with real-world, practical applications in mind. HBRF products include K-12 math and science lessons, guided forest tours, professional development for teachers, undergraduate field schools, community dialogue events, and policy-relevant briefings and bulletins.

**Essential Job Functions**The Maintenance Technician will oversee day-to-day operations at HBRF facilities.

**Duties & Responsibilities**

 **Repairs and Maintenance**

* Performing preventive maintenance inspections and minor repairs on buildings and equipment
* Performing or coordinating urgent corrective, routine, and requisitioned repairs of mechanical, structural, and plumbing systems as required and within an established budget
* Diagnosing system malfunctions on mechanical equipment. Repairing or replacing defective parts as necessary
* In winter, plowing (using HBRF truck) and removing snow from walks/parking lots and spreading salt/sand to prevent ice build-up
* Completing simple carpentry repairs, patching of walls, interior and exterior painting, and work associated with projects found at the Mirror Lake Campus, the Pleasant View Farm dorm, and related properties
* Housekeeping and coordinating cleaning services between rentals
* Coordinating recycling removal using HBRF truck.

**Rentals (with assistance from Director of Finance & Administration and Community Relations Specialist)**

* Serving as a point of contact, along with the Community Relations Specialist in summer, for rentals at Mirror Lake and Pleasant View Farm housing facilities
* Being familiar with the rental calendar and housing assignments for scientists and non-scientists
* Cleaning available housing units before and after Airbnb rentals and providing keys to renters.
* Communicating with renters at our research housing (i.e., scientists, non-scientists, and students) regarding their repair/maintenance needs and conducting appropriate follow-up

**Administration**

* Documenting processes
* Participating in person in monthly HBRF staff meetings at Hubbard Brook
* Periodic errands using own vehicle (mileage reimbursed)
* Regular communications with the Director of Finance and Administration about the status of facilities and rentals.

**Events**

* Small and large event support including the Annual Scientific Cooperators' Meetings during the second week of July

**All other duties assigned

Minimum Job Requirements & Skills**

* Basic knowledge of plumbing and mechanical systems
* Basic facility/property management
* Basic computer skills (G Suite, Excel, Word)
* Attention to detail
* Ability to work well independently and on own initiative (setting priorities and following through)
* Excellent communication
* Strong organizational skills and a proven ability to multitask according to set deadlines
* Strong interpersonal skills; team player; ability to work across a complex organization
* Ability to work as a member of a results-oriented team
* Appreciation of HBRF’s mission
* Valid driver’s license and driver in good standing
* High school diploma or equivalent

**Preferred Job Requirements**

* Detailed knowledge of electrical systems, plumbing systems, and mechanical systems
* Certificate in engineering, mechanical, carpentry or related field