



## MAINTENANCE AND GROUNDS MANAGER | full-time |

Edson Hill is looking for an experienced manager to oversee our maintenance and grounds team and our extensive, beautiful property. The Maintenance and Grounds Manager will work closely with the General Managers to prioritize, schedule, perform and/or manage projects and repairs throughout the facilities, equipment, and grounds. This role will be responsible for hiring, training, giving direction and assistance to, and managing the other members of the maintenance team or outside contractors. Projects will be recorded on a shared document with progress, time spent, issues, completion, etc, all logged. The manager will also design and implement record keeping of all scheduled maintenance to Edson Hill's equipment and machinery. The Maintenance and Grounds Manager will work full-time with a flexible schedule; some weekends and holidays will be mandatory. This role could also provide onsite housing to the appropriate candidate.

### DUTIES AND RESPONSIBILITIES:

- Maintenance and repair of all guest rooms in a timely, neat, and complete manner to ensure guests receive the true Edson Hill experience. Coordinate with the front desk and housekeeping teams to implement an efficient procedure for reporting and repair.
- Maintenance and repair of all Edson Hill facilities, systems, equipment, and tools.
- Logs are kept to assist with the performance of scheduled maintenance and budget forecasting.
- Hiring, scheduling, training, and management of maintenance staff.
- Ensure adequate daily coverage among staff. Understanding hotel priorities, managing and delegating daily tasks for self and/or team. Managing staff training where possible.
- Regular meetings with General Managers to track the progress of projects and re-prioritize as needed.
- Managing outside contractors to perform tasks correctly, efficiently, and within budget.
- Establishing and maintaining clean and organized work spaces, tool storage areas, and equipment.
- Horse care
- Oversee gardens and landscaping
- Pool maintenance and repair
- Seasonal property plans
- Project management
- Assist with event preparation, planning & logistics.
- Carpentry/electrical/plumbing/HVAC abilities are highly desired
- Trash, Recycling, and compost management.
- Plowing and snow removal for all guest and employee walking and driving areas.
- Opportunity to assist with Nordic grooming and trail maintenance.
- Oversee system improvements/upgrades
- All other duties as assigned by Edson Hill Management
- Involvement in any growth or expansion initiatives for the business.

Job Type: Full-time

Pay: From \$25.00 per hour

Benefits:

- Employee discount
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Holidays
- Monday to Friday
- Weekend availability