



Putting knowledge to work with the people of Maine.

Position Title: Lead Facilities Maintenance Worker CL2 – Tanglewood 4-H Camp and Learning Center

Department: Cooperative Extension

Reports To: Tanglewood 4-H Camp and Learning Center Director

Position Type: Regular, part to full-time 32-40 hours per week (varying seasonally) position.

Position Purpose:

The Lead Facilities Maintenance Worker CL2 works as part of a collaborative team responsible for the maintenance of the Tanglewood 4-H Center Campus and Buildings. This position is responsible for leading a crew in the cleaning and maintenance of the campus and buildings, and promoting a positive and safe camp environment for staff and campers. Work assignments are primarily routine, including the management of cleaning services, facilities management, and performing similar tasks as the crew being led. This position is part of the Tanglewood and Blueberry Cove 4-H Center team, collaborating with colleagues to effectively run the facilities and support the programs. Work quality is assessed weekly, monthly, and quarterly to ensure that targets are maintained. This position is responsible for determining how and when the tasks get done and plays an important role in ensuring the health and safety of the Tanglewood 4-H Center community.

The 4-H Camps at Tanglewood and Blueberry Cove provide environmentally focused programs for Maine youth and families in Lincolnville and Tenants Harbor. Our mission is to teach youth and adults to be effective and caring citizens of the earth through affordable environmental education and fun nature-based experiences.

Essential Duties & Responsibilities:

- Operate cleaning equipment such as vacuum cleaners, mops, and brooms.
- Operate equipment to perform seasonal or regular maintenance such as lawnmowers, trimmers, chainsaws, RTV, snowblowers, and tractors.
- Uses cleaning chemicals and materials.
- Empty waste containers and clean windows, doors, restrooms, furniture, walls, and floors.
- Mow and maintain lawns and fields
- Planting, watering, and clipping assigned gardens and landscaping.
- Performing basic landscaping activities, such as digging, raking, and weed whacking.
- Monitor and maintain inventory of equipment, cleaning materials, and other tools associated with the role.
- Adhering to safety procedures, including reporting mechanical and/or safety issues.
- Clean and clear walkways, including snow removal.

- Perform all cleaning in and around buildings.
- Move furniture and equipment within buildings and on/off trucks.
- Provide work direction to other staff, including student employees.
- Provide exemplary customer service for the full array of research, education, and public engagement programs hosted by the Center.

Qualifications:

Required:

- High school diploma or equivalent AND sufficient experience, including four years of custodial or grounds-related work experience.
- The Employee must be able to follow verbal and written instructions.
- The Employee must have good communication skills; be able to get along with co-workers, supervisors, and building occupants; and be able to work independently.
- Experience cleaning classroom and office buildings.
- Experience using commercial cleaning equipment.
- Knowledge of the proper use of assigned tools.
- Must be able to lift to 50 lbs. regularly and perform other manual and physically demanding tasks.
- Ability to perform heavy manual labor for extended periods, often under unfavorable conditions.
- Skill in routinely checking equipment, identifying equipment malfunctions, and performing routine cleaning and maintenance of equipment.
- Ability to maintain accurate and complete records and reports.

Work Environment / Dynamics: Position will be based at the Tanglewood 4-H Camp and Learning Center in Lincolnville, Maine.

Work Schedule: Normal UMaine Cooperative Extension office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Occasional after-hours and weekend work is required.

Bargaining Unit: Service and Maintenance