



Position Title: Facilities Maintenance Worker CL1
Department: Cooperative Extension
Location: Tanglewood 4-H Camp and Learning Center, Lincolnville, Maine
Your Direct Supervisor: Tanglewood Director, Jessica Decke
Position Type: Part-time, 30 hours per week, June 7-August 28, 2026 (14 weeks, includes on-the-job training)
Stipend Range: \$16.51- \$17.07 per hour (pre-tax)
We are not able to consider applicants who require Visa sponsorship support.

Work Environment / Dynamics:

Your position will be based at Tanglewood in Lincolnville, Maine. Your day-to-day work will involve active indoor and outdoor tasks with opportunities to learn and develop practical skills related to facility upkeep and maintenance.

Responsibilities:

- Perform general janitorial duties including cleaning sinks, toilets, and showers daily; sweeping and mopping; and ensuring all soap and paper products are regularly stocked and trash is removed properly.
- Maintain facilities and grounds, including mowing, weeding, gardening, trimming trees, and picking up litter.
- Operate and maintain a variety of vehicles, equipment, and tools; complete routine maintenance on equipment, tools, and vehicles.
- Make minor building repairs, move furniture and equipment, and perform related duties.
- Follow proper safety protocols when handling and working with materials and chemicals associated with cleaning.
- Report maintenance issues and equipment failures as appropriate.
- Maintain inventory within the assigned area of responsibility.
- Adhere to safety procedures, including reporting mechanical and/or safety issues.
- Perform other duties of a similar nature as assigned.

Knowledge and Skill Qualifications:

Required:

- High School diploma or equivalent (G.E.D.)
- No previous work experience required

Preferred:

- Ability to follow directions and work independently
- Ability to provide exemplary customer service
- Ability to perform manual labor
- Ability to understand Material Safety Data Sheets
- Ability to pass required safety training
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Ability to perform physical activities that require talking, hearing, seeing, and considerable and repetitive use of arms and legs, and moving the entire body, such as reaching, standing, walking, fingering, grasping, feeling, climbing, lifting, bending, balancing, walking, stooping, and handling of materials.
- Heavy work: The ability to lift up to 50 pounds frequently, and/or in excess of 20 pounds of force constantly to move objects. Lifting and exerting forces more than 50 pounds requires assistance by other employee(s) or mechanical assistance. Individual forces must never exceed 50 pounds. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, and/or oils.

Benefits:

- Optional rustic housing
- Meals during programming

- Internet Access
- Opportunity for certification in wilderness first aid, CPR/basic first aid, lifeguard certification, and/or 4-H Archery