



GROUNDSKEEPER, BUILDINGS & GROUNDS

BERKSHIRE COUNTRY DAY SCHOOL

Stockbridge, MA

Position Start Date: July 2024

Status: Part-Time in mornings or Full-Time

SUMMARY

Working independently and collaboratively, the Groundskeeper of Buildings & Grounds assists the Manager, Buildings & Grounds in all aspects of the ongoing maintenance of the School.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under the direction of the Manager, this position will be assigned to complete tasks as part of the ongoing maintenance of the School including preventative maintenance programs for structures including their mechanical systems;
- Completes other tasks as assigned including painting, repairs, cleaning, maintaining hardware, outfitting classrooms, removing trash
- As part of regular maintenance of the School, may be assigned to move furniture, boxes, and equipment to various locations on campus
- As assigned by the Manager, complete tasks on the maintenance of the property including mowing, weeding, removing invasives, repairing fences, clearing drains, etc.
- Perform other duties, as assigned.

QUALIFICATIONS

Ability to perform essential job duties without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

- Excellent work ethic as demonstrated by attendance and job performance.
- Ability to communicate effectively and professionally
- Ability to work independently, to meet deadlines while maintaining a high degree of accuracy, organization, and attention to detail.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines.
- Ability to drive a variety of vehicles
- Ability to manage the physical demands of a job that requires a high level of physical fitness, strength, and stamina

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate.

- Experience in construction and landscaping, or equivalent experience in maintenance and grounds care is helpful
- Familiarity of practices of building trades is a plus
- Valid Driver's License and clean driving record

SALARY AND BENEFITS

Berkshire Country Day offers a competitive salary and benefits package. Salary is commensurate with experience.

Benefits:

403(b)

403(b) matching if currently enrolled in a plan

Disability insurance

Flexible spending account

Health insurance

Life insurance

Paid vacation

Applicants should submit a resume and a cover letter detailing their interest in the position and qualifications to the Business Manager, Heather Brock-Hearn, at hbrockhearn@berkshirecountryday.org. BCD is committed to providing equal opportunity to all qualified persons and is vigilant to safeguard against any unlawful discrimination against any individual.