

## **Maintenance Manager (Position Ends December 31, 2021)**

**Rate: \$25/Hour**

**Total Positions Available: Two (2)**

The Horticultural Society of New York (the Hort) is seeking an energetic and dedicated Maintenance Manager to oversee maintenance and sanitation crews working in public spaces. This position is part of the New York City Clean Up Corps, and will end on December 31, 2021. This position will oversee maintenance and sanitation, ensuring work is performed correctly in a timely and professional manner in public spaces in New York City neighborhoods hardest hit by Covid. Sites include public plazas and open streets.

The mission of the Horticultural Society of New York is to sustain the vital connection between people and plants. Our social service and public programs education and inspire, growing a broad community that values horticulture for the many benefits it brings to our environment, our neighborhoods, and our lives.

**Summary/Objective:** The Maintenance Manager will oversee and perform maintenance and sanitation tasks at City CleanUp Corps sites.

### **Required qualifications:**

- Interest in working as part of a pilot city program
- Comfortable traveling daily to new sites throughout NYC
- Experiencing supervising a large, in-field workforce
- Ability to track daily metrics
- Excellent communication skills and comfortable interacting with the public, city officials, and local businesses/organizations
- Ability to work independently

### **Responsibilities Include:**

- Oversee crew and help work to maintain public open space cleanliness including:
  - Changing garbage cans
  - Removing trash in planters and tree pits
  - Sweeping
  - Managing onsite furniture
- Report maintenance and other sanitation issues to Maintenance Managers
- Assist with pre-approved event tasks during normal working hours
- Track open space conditions daily and create monthly reports on progress and impact
- Participate in education days/professional development

### **Details at a Glance**

This full-time, non-exempt position works forty (40) hours a week from The Hort Midtown Office. Weekends and evening work are to be expected.

### **Benefits**

The Hort offers CleanUp Corps sick leave and personal leave accrued for time worked, and the opportunity to enroll in our medical plan. MetroCards will also be provided.

### **How to Apply**

To be considered please email a thoughtful cover letter, resume, and two references to Lauren Keane-Farrell at [CleanUpCorpsJobs@thehort.org](mailto:CleanUpCorpsJobs@thehort.org) with "Maintenance Manager" in the subject line. No phone calls.

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*The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.*