



Job Title:	Maintenance Assistant - Seasonal
Department:	Facilities
Reports To:	Facilities Manager
Classification:	Full-time OR Part-time/Seasonal, Hourly/Non-exempt
Work Schedule:	Monday to Friday – Full time: 8:30am to 5:00pm OR Part time: flexible June 2019 through Mid-September 2019; dates flexible
Job Location:	Bainbridge Island Campus
Pay Range:	\$14.00 per hour
Benefit Package:	This is not a benefitted position

#### **Overview:**

The Facilities Team manages buildings, vehicles, grounds, equipment, maintenance, forest management, plumbing systems, energy systems, and sewage treatment systems for IslandWood. The Maintenance Assistant supports the team by maintaining IslandWood's facilities and assisting with special projects.

#### **Responsibilities:**

- Cleaning and maintaining trail system
- Watering grounds
- Assisting with small construction projects
- Cleaning fallen trees, limbs and other debris from grounds
- Removing and planting of plants and trees
- Cleaning vehicles
- Mopping, sweeping and other general custodial duties
- Assisting with set up and clean-up of scheduled events
- Other duties as assigned

#### **Qualifications:**

- Must be able to safely use and work proficiently with hand and power tools
- Must be physically able to bend, twist, turn, stretch, kneel; full range of motion
- Must be able to walk, climb stairs and climb ladders
- Must be able to lift and/or carry 60 lbs
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Experience in engaging with diverse communities.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

ISLANDWOOD JOB OPPORTUNITY  
Maintenance Assistant – Seasonal  
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**APPLICATION REQUIREMENTS:**

Please submit a cover letter, resume, and contact information for three current references to [employment@islandwood.org](mailto:employment@islandwood.org) and please clearly note “Maintenance Assistant” in the subject line.

Or,

Please complete and submit an [Application for Employment](#) form to [employment@islandwood.org](mailto:employment@islandwood.org) and please clearly note “Maintenance Assistant” in the subject line.

Or,

Please mail either of the above to:

Maintenance Assistant  
IslandWood  
4450 Blakely Avenue NE  
Bainbridge Island, WA 98110

*IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.*