



GARRISON INSTITUTE

Building Systems and Maintenance Technician January 2023

The Garrison Institute, a not-for-profit center and think tank is currently seeking a full-time **Building Systems and Maintenance Technician** to join our team. We are looking for an energetic, experienced candidate with a hands-on aptitude for facility maintenance and building upkeep.

Located on the banks of the Hudson River, one hour north of NYC, the Institute is housed in a unique, beautifully renovated building on the estate of a former Catholic monastery. This role will be responsible for the supporting the overall building systems to keep them running optimally and efficiently as well as maintenance upkeep of the Institute's 75,000 sq. ft facility.

The position's role will include such tasks as: monitoring a BMS and sewer/water plant, scheduling preventative maintenance, carpentry work, light plumbing repairs, painting projects and working closely with contractors and a complimentary maintenance/grounds technician. Along with a maintenance role, this position will also be part of a small team helping to staff and support a year-round calendar of retreats and events, including setup/breakdown of furniture and other items for meeting spaces, and driving a shuttle van to local train station for guests. The Technician will be required to work some evening and weekend hours to accommodate our events, as well as be available for rotating on-call building needs including on-site emergencies.

Our successful candidates will have proven expertise working with various building systems (HVAC, BMS, Generators, Septic/water) and doing hands-on facility maintenance, preferably at a non-profit facility or institutional setting for 5+ years. A strong general maintenance background including plumbing or electrical, carpentry skills is desired. This position requires an individual who enjoys working in a collaborative work environment and greatly values having a customer service orientation to support our guests and events. Those candidates with computer skills are most helpful. Applicants with an interest in the Institute's non-profit mission are also preferable.

The Garrison Institute was established in 2003 as a not-for-profit, non-sectarian organization that explores the intersection of contemplation, science and engaged action in the world. To learn more about our work, please visit: www.garrisoninstitute.org. This is a salaried position available immediately, offering a generous benefits package including retirement plan, healthcare benefits, paid vacation and more.

To apply, applicants should send a resume either by **email** to recruitment@garrisoninstitute.org or, can FAX to: **845.424.4900**. Please, no phone calls.

The Garrison Institute is an equal employment opportunity employer. Individuals from diverse backgrounds are encouraged to apply.