



**2025 Job Title and Description:** Maintenance Manager

**FLSA Status:** Year-Round, Full-Time, Hourly, Non-Exempt

**Supervisor:** Director of Sales and Operations

**Work Location:** Winter Harbor, Maine. Schoodic Institute campus within Acadia National Park. Some remote work may be considered for computer tasks; however, this hands-on position requires a regular physical presence on our campus in Winter Harbor throughout the year.

**Primary Role:**

The Maintenance Manager is responsible for overseeing the optimal conditions, necessary repairs, and upgrades of all physical assets and facilities at Schoodic Institute's Winter Harbor campus within Acadia National Park to ensure the safe and proper functionality for our employees and guests.

The ideal candidate is a dedicated and experienced professional who will play a crucial role in maintaining our facilities to support our organization's teams and mission. By working collaboratively and under the supervision of the Director of Sales and Operations, the Maintenance Manager will provide team-oriented support and interactions with the administrative staff, science staff, NPS Maintenance team, additional NPS staff (on and off-site) as well as campus visitors.

Additionally, the interaction of our staff with visitors to campus is a critical component related to a positive guest experience; interpersonal skills and customer service must consistently be a primary goal for our entire team. The Maintenance Manager will lead by example in fostering a positive work environment when managing, motivating and training additional members of the maintenance team.

**Responsibilities and Duties:**

The duties of the position are comprised of a diverse set of recurring tasks. Emergency and short-term repairs/requirements are to be expected and may require on-call assistance at times.

- Ensure high-quality maintenance services for all guest areas:
  - Lodging units (2-bedroom, 4-bedroom, cabins, suites and bunkhouses)
  - Schooner Commons
  - Moore Auditorium
  - Rockefeller Hall
  - Wright Hall offices
  - Other spaces as needed
- Operate and maintain various vehicles and power-driven equipment. Employee must possess and maintain a valid state of Maine driver's license.
- Tasked with minor building repairs and/or alterations such as, but not limited to: interior and exterior painting, replacing or repairing doors and windows, re-glazing windows, replacing or repairing flooring, repairing plaster, repairing steps, repairing masonry, maintaining and repairing plumbing, electrical, and HVAC systems
- Coordinate and supervise all installation and repair activities completed through subcontractors
- Communicate effectively with the Operations team regarding any staff or guest requests, facility and grounds deficiencies and any other maintenance issues requiring attention and resolutions
- Coordinate all changes and repairs with the Director of Sales and Operations and effectively communicate relevant details to the Acadia National Park Maintenance supervisor as needed

- Monitor and maintain stock inventory, initiate the purchasing of required maintenance supplies while adhering to a budget
  - Maintain records and track expenses related to maintenance and upkeep
  - Expenses must be balanced between overall operating expenses and desired results
  - Provide regular reports to the Director of Sales and Operations
- Possess a working knowledge of safety procedures and standards in all phases of maintenance, including handling hazardous materials and emergency protocols; ensuring SDS and OSHA regulations and safety precautions are followed and updated as needed
- Participate in yearly, bi-annual and monthly safety inspections of campus facilities as required
- Assist with monthly building warden inspections

#### **Qualifications:**

- 5 - 10+ years of supervisory maintenance experience with a working knowledge of carpentry, electrical, plumbing and mechanical systems.
- Must also possess a familiarity and understanding of blueprints and schematics.
- Must be customer oriented, friendly and committed to providing outstanding service to staff, visitors and overnight guests
- Must be a team player, the position requires being able to collaborate effectively with other members of the Schoodic Institute team (and NPS teams) to accomplish goals and common objectives
- Self-motivated, punctual and dependable ensuring maintenance, upkeep and repairs are completed consistently throughout the entire year
- Excellent time management, organizational and interpersonal skills with attention to detail and accuracy to spot and address issues effectively
- Computer proficiency and familiarity with Microsoft Office and Google Suite
- High School Diploma or GED required. A post-secondary degree (either Associate's [A.S.], Bachelor's [B.S.]) in Engineering, Facility Management (or a related field), vocational coursework or relevant certifications such as Certified Maintenance and Reliability Professional (CMRP) or Certified Plant Engineer (CPE) are highly advantageous and beneficial but not required. Extensive supervisory and hands-on work experience in the maintenance field is acceptable in lieu of post-secondary education.

#### **Preferred Skills and Knowledge**

- Exceptional customer service skills
- Strong analytical and problem-solving skills
- Knowledge of workplace safety procedures
- Ability to work under pressure and manage emergencies effectively
- Ability to perform assigned tasks with little supervision
- Ability to acquire new skills as needed
- Interest in environmental issues and conservation science

#### **Physical Effort:**

This position requires major, physical effort and the ability to lift, carry and relocate materials/equipment in excess of 50 lbs. to various locations around campus. Considerable walking, the ability to stand for long periods of time, stooping, bending, and arm movement is required. Repositioning, moving, and lifting of furniture and other hefty objects may be necessary. During the winter months, snow removal is necessary with the use of a tractor and by hand shoveling doorways. Due to the widespread location of Schoodic Institute's facilities the employee is required to move back and forth around campus in an expedient and timely manner.

**Working Conditions:**

Work sites for the Maintenance Manager will range from indoors to outdoors. Temperatures will range from -20 degrees in the winter and +90 in the summer. At times the employee will be exposed to adverse temperatures and weather conditions such as blowing snow, driving rain and high winds.

The organization will ensure that the employee has the proper protective gear and tools to conduct their work in the fluctuating conditions and environments.

**Employment Details:**

This is a year-round, full-time, non-exempt position located at the Schoodic Institute at Acadia National Park in Winter Harbor, Maine. Compensation is hourly (40 hours per week) and Schoodic Institute offers a generous employee compensation package including health insurance, retirement plan with a and employer match of up to 3%, paid vacation (starting at 120 hours per year), 11 paid holidays, and personal/sick leave (96 hours per year), employer-paid life insurance/ADD, monthly cell phone allowance, and professional development opportunities.

**To Apply:**

Please send a resume and cover letter to [search@schoodicinstitute.org](mailto:search@schoodicinstitute.org) and use the subject line "Maintenance Manager", for full consideration

**About Schoodic Institute**

Established in 2004, Schoodic Institute at Acadia National Park is a 501(c)(3) nonprofit organization and Acadia National Park's primary partner in science and education. Based in Winter Harbor, Maine, on Wabanaki homeland, Schoodic Institute is the largest of 18 National Park Service Research Learning Centers found in the United States. Our mission is inspiring science, learning, and community for a changing world. Schoodic Institute's focus is understanding environmental change taking place in Acadia and beyond, and helping land managers respond and adapt to change.

Open year round, our 100-acre campus hosts groups of up to 150 people, and offers classrooms, lab space, overnight accommodations, dining, meeting space, and a 124-seat auditorium where we bring people together for immersive educational and professional development opportunities.

Schoodic Institute at Acadia National Park is committed to increasing diversity in environmental science, education, conservation and hospitality. We are highly collaborative, inclusive, and committed to a team environment that is safe and free from bullying, harassment, and discrimination. Team members are encouraged to share ideas, enthusiasm, and knowledge with each other. Schoodic Institute is an Equal Opportunity Employer.