

THE MOUNTAIN SCHOOL OF MILTON ACADEMY  
151 Mountain School Rd.  
Vershire, VT 05079

**Facilities Assistant Manager**

The Mountain School of Milton Academy seeks a Facilities Assistant Manager. This is a full-time, non-exempt position, with benefits, to begin in Summer 2024 with the express intention of taking over the full-time exempt Facilities Manager position beginning Summer 2025.

The Mountain School is a semester-long, residential academic program for high school juniors set on four hundred acres in central Vermont. Each fall and spring semester, students from across the country join our campus to take academic classes, participate in our farm and outdoor programs, and build a diverse and interdependent community of scholars. We are a predominantly white independent school that has been diversifying its faculty and student body over recent years.

Responsibilities of the Assistant Manager include:

- Assisting with the maintenance of campus buildings and systems, including carpentry, plumbing, HVAC, and electrical work, as well as maintaining grounds and plowing snow
- Supporting all aspects of wood-fired heating systems: splitting & stacking wood, loading boilers
- Ordering supplies for cleaning and maintenance crews
- Leading student and seasonal work crews

Additional Responsibilities of the Manager Role, beginning in Summer 2025, include:

- Maintaining buildings, vehicles, & lawns as well as plumbing, heating, electric, & water systems
- Strategic planning and oversight of an annual budget
- Plowing snow and managing on-campus road repair
- Communicating with students, faculty, sub-contractors, and other neighbors of the school
- Managing systems of stacking wood, loading boilers, and troubleshooting the heating system
- Collaborating with other managers at the school, including the farm and forestry program
- Being available for emergency and on-call facilities work

The successful candidate will demonstrate:

- Ability to work closely with sub-contractors, students, and faculty of all backgrounds
- Deep knowledge of carpentry, plumbing, heating, plowing, and electrical systems as well as general trouble-shooting skills
- Strong communication skills and a commitment to collaboration
- Equipment knowledge - able to responsibly operate and maintain a wide range of farm equipment (tractors, small engines, hydraulic systems, etc.)
- Commitment to safety through vigilant attention to buildings, roads, vehicles, and tools
- The ability and motivation to work independently in an efficient and focused manner
- Comfort and skill working with heights (roofs, ladders)
- Flexibility in schedule, availability to work some weekends
- Willingness to work in a collaborative, student-focused environment

Physical Requirements:

While performing the duties of this job, the facilities manager must be able to maneuver on uneven ground, go up and down stairs, carry and lift up to 50 pounds, and be able perform daily repetitive motions as they pertain to facility maintenance. Valid driver's license and clean driving record required. Background check required. The Mountain School encourages candidates who would add to the racial, cultural, and gender diversity of the school community. The Mountain School is an Equal Opportunity Employer.

To apply, please submit a concise letter of interest, a resume, and three contacts for references to Alex Myers, [alex.myers@mountainschool.org](mailto:alex.myers@mountainschool.org)