

THE MERWIN CONSERVANCY

Property Caretaker Position Description

Our Organization:

The Merwin Conservancy is a growing arts and ecology nonprofit on Maui. We tend the thriving 18-acre palm garden made by poet, ecologist and activist W.S. Merwin on decimated land, and we offer this special place to others as one of resilience, renewal and possibility for our world. We also conserve William and Paula Merwin's bespoke, eco-conscious house amid the palms, and care for its contents, which reflect a life dedicated to literary and environmental commitments. The Merwin Conservancy is an equal opportunity employer committed to cultivating an equitable and inclusive environment. We honor full expression of self, and foster diversity with regard to race, ethnicity, socioeconomic status, age, ability, gender, sexual orientation and other characteristics of individual identity.

Position Summary:

The Conservancy seeks a part-time, one-year (with possibility of becoming permanent) Property Caretaker who will manage day-to-day property maintenance activities, ensure readiness for programmatic use of property and safety of people, and coordinate mid- and long term property management planning. The person who is in this position will help craft this new role to best support needs and priorities emerging from organizational and programmatic planning. This hourly position requires 25-30 hours per week, includes medical and dental benefits and unpaid time off to be arranged with the Executive Director. The position requires a regular schedule with some flexibility, and occasional evening, weekend, and "on-call" work as required to respond to emergent issues or programmatic needs. Primary work site is at the Merwin Conservancy property in Ha'ikū. The Property Caretaker reports to the Executive Director.

Essential Duties:

- Conduct and/or manage maintenance of structures and systems on the property to ensure their longevity and integrity, and to ensure the safety of staff, contractors, volunteers, program participants
- Engage contractors as needed, provide oversight, serve as primary point of contact
- Create and maintain a maintenance plan, detailing the nature and frequency of maintenance activities to ensure all systems and structures remain in good working order.
 - Main house, garden dojo, carport, auxiliary building, driveways and pathways, etc
 - Water catchment, Photovoltaic system, property fencing, irrigation, etc.

- Create and maintain a system to track maintenance records of various systems
- Assist in the creation of a safety plan and protocol to support our residency program in the main house. Ensure property is outfitted appropriately
- Maintain and organize supplies and tools, track on related needs
- Work closely and collaboratively with Merwin Conservancy program and administrative staff, garden contractors and staff, and on-site volunteers
- Assist with identifying and budgeting key maintenance and improvement projects both as part of annual work planning, and as needs arise.
- Adhere to safety policies to create a safe working and program environment for everyone
- Maintain clear and consistent communication with the Executive Director and Director of Programs to prioritize projects. Meet regularly with ED, and attend weekly, hour-long all-staff meeting
- Other duties as assigned

Qualifications:

- Property management experience, an ability to sense and respond to the rhythms of this place as they relate to property care and maintenance
- Ability to lift 50 lbs.
- Commitment to following best practice and policies regarding safety
- Self-directed, solution-oriented, takes initiative
- Committed to implementing diversity, equity and inclusion values in all aspects of work
- Possess valid driver license, and ability to run errands and commute between work sites
- Organized with a high degree of attention to detail and ability to track and advance multiple projects at once
- Facility with Microsoft Office (Word, Excel) and Google Platform (Gmail, Google Drive)

Other Requirements:

Covid 19 Policy: As a condition of employment with The Merwin Conservancy each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination. "Fully vaccinated" is defined by current State or county law.

Background Check Policy: As a condition of employment with The Merwin Conservancy each qualified candidate who has been given a conditional offer of employment must participate in a background check.

To Apply:

Please send a resume and a letter of interest. In your letter, please describe relevant experience and include a statement about your commitment to diversity, equity, and inclusion in the workplace. Send to info@merwinconservancy.org by Friday, August 19, 2022. No phone calls, please.