



Building and Grounds Caretaker

Job Description

12/2/2025

Position Overview

The **Building and Grounds Caretaker** plays a vital role in ensuring the overall upkeep, safety, maintenance, and aesthetic quality of the organization's buildings, grounds and public preserve. This position combines responsibilities of building, grounds, equipment maintenance, general property care, and sound land stewardship. This role requires hands-on work, including the upkeep and basic repairs and knowledge of building interiors and exteriors (office, barns, garages), including a working knowledge of electrical, plumbing, HVAC and carpentry, and direct experience in building maintenance, landscaping and groundskeeping, and the operation, maintenance and repair of equipment. Working under the direction of the Office, Building, and Grounds Manager, the *Building and Grounds Caretaker* follows a structured maintenance schedule to ensure that all areas—indoors and outdoors—are consistently well-maintained, safe, and welcoming. This position is ideal for someone with strong physical stamina, skilled in handyman tasks, building and property caretaking/ management, groundskeeping, and trail maintenance, with a strong commitment to conservation and attention to detail.

Key Responsibilities

Building Upkeep and Repairs:

- Oversee the upkeep of the office building and outbuildings (houses, barns and garages).
- Perform regular inspections of all interior and exterior areas of all buildings and address maintenance needs.
- Handle minor repairs to buildings, such as painting, patching, general repairs, including changing lightbulbs, and simple carpentry as required.
- Oversee and perform (as able) routine maintenance and repairs on building systems like HVAC, plumbing, and electrical systems.
- Make recommendations on larger repairs to the Office, Building and Grounds Manager and help with acquiring bids and overseeing repairs.

Groundskeeping:

- Ensure grounds are maintained in good shape.
- Mow and trim lawns, trim shrubs and trees, maintain gardens, oversee shrub and tree care, seasonal cleanups, remove snow and ice from walkways as needed, and perform general landscape activities.
- Ensure driveway and parking areas are in good repair.
- Clear brush from viewsheds at the Preserve and other areas as directed.
- Maintain trails, signage, kiosks, gates, fences, and public-use areas at the Preserve.
- Clear downed trees along trails and in other areas as needed.

Equipment Operation and Safety:

- Operate and maintain tools and equipment, including tractors, brush hogs, mowers, trimmers, UTVs, ATVs, golf carts, chain saws, and various hand tools.
- Follow safety protocols and maintain an organized inventory and properly stored equipment.

Communication and Coordination:

- Provide regular updates to management on all maintenance and repair needs.
- Support coordination with contractors and vendors performing maintenance or improvements across all properties.

General Duties:

- Ensure safety and compliance with organizational standards through routine maintenance and inspections, and easement stewardship.
- Participate in collaborative projects such as field mowing and brush management.
- Develop a scheduled maintenance plan for regular upkeep across all properties.
- Provide job-related support for organizational events, community programs, or volunteer workdays as needed.

Qualifications:

- High school diploma or equivalent.
- Prior experience in property and building maintenance, landscaping, farming, or a similar field preferred.
- Working knowledge of basic maintenance and repair practices for building systems, including relevant trades, such as HVAC, plumbing, and electrical systems.
- Basic mechanical, custodial, painting and carpentry skills are a plus.
- Ability to operate and maintain groundskeeping equipment, including tractors, mowers and other lawn equipment and tools, UTV/ATVs, golf carts, etc.
- Skill in using a variety of hand and power tools for maintenance and repair.
- Ability and willingness to perform physical tasks, including lifting to [60] lbs. and to work outdoors in various weather conditions.
- Knowledge of and adherence to safety precautions and practices.
- Willingness to perform a wide range of duties, sometimes on an as-needed or emergency basis.
- Ability to understand and follow both written and verbal instructions.
- Ability to work independently and with a team with a dependable, proactive and positive attitude.
- Strong communication and organizational skills.
- Passion for conservation and outdoor work.
- Valid driver's license required.

Compensation & Benefits:

This position is classified as a full-time, non-exempt employee, paid hourly with overtime. The hourly pay range for this position is \$25 to \$30/hour, commensurate with qualifications and experience. Dutchess Land Conservancy offers a competitive benefits package including medical, dental and vision insurance, paid time off including holidays, sick, personal, parental leave, flexible spending and 403(b) retirement accounts.