



**Quimby Country's Head of Buildings, Maintenance and Grounds Job Description:**

Quimby Country, located in Averill, Vermont – is the oldest sporting camp and original family summer camp in Vermont. 19 cottages are perched along Forest Lake with names inspired by fly fishing lures. The cottages are near to the Lodge, where meals are served to guests in the high season. Quimby Country owns the entire shoreline around Forest Lake and over 3,500 feet of private shoreline on Big Averill Lake. Sandy Beach, along the southern shore of Big Averill, offers a long stretch of fine, sandy shoreline. More than 1,000 acres of managed forest surround Quimby Country. Much of the forestland benefits from a conservation easement, which ensures that Quimbys is protected from development and promotes stewardship of the land. In addition, the managed forestland provides outstanding recreational opportunities, un-fragmented habitat for wildlife, and periodic logging. More than a dozen recreational trails crisscross the property. Quimby Country has welcomed generations of families for more than a century.

Quimby Country is currently seeking a new caretaker to maintain, improve and manage the infrastructure of this historic property. The Caretaker will work closely with the owners and operators of Quimby Country to ensure the natural beauty is protected and cared for and the infrastructure and grounds are maintained to the highest standard.

**Job Title:** Caretaker – Head of Buildings, Maintenance and Grounds

**FLSA Status:** Exempt

**Summary of Responsibilities:** Quimby Country is looking for a highly skilled, personable and ambitious individual who is interested in caring for and helping to preserve a historic fishing and family camp resort. This individual will work closely with Quimby Country owners and operators. The QC Caretaker will serve as head of buildings, maintenance and grounds. This individual will be responsible for the general maintenance, upkeep and improvements of the buildings and infrastructure as well as the off-season security of a 1000-acre camp property located in the Northeast Kingdom of Vermont.

**Essential Duties and Responsibilities** includes but are not limited to the following. Other duties may be assigned.

**General Responsibilities:**

Support the mission of Quimby Country by providing the best experience for its guests.

- Act as a team player working closely with all Quimby Staff
- Supervise part-time facility and grounds staff
- Work independently and with others to continue to improve the camp facilities
- Offer input and creative ideas related to the facilities and grounds that will enhance the experience of our guests

**Maintenance Responsibilities**

- Keep in good repair all aspects of the properties equipment, which is primarily dedicated to buildings, infrastructure and grounds including tractor, pickup trucks, carpentry tools and various other equipment
- During the season (June to October) respond to maintenance requests from the administrative staff
- During the pre-season (April-May) complete the opening of the property in the Spring and the shutdown and winterization of the physical plant in the Fall. This includes water systems and opening/closing of buildings, winterizing equipment and facilities
- Execute on all aspects of completing major and minor projects including purchasing all necessary materials and hiring needed assistance within defined budgets
- Perform routine maintenance on the interior and exterior of all buildings
- Execute on administrative tasks to maintain supply and equipment levels necessary for performing all routine maintenance

**Management Responsibilities**

- Hire and manage outside contractors when needed to complete various buildings and infrastructure projects with the assistance of the owners
- Hire and manage approved part-time staff to assist with projects with the assistance of the owners
- Provide input and expertise in the designation of annual budgets
- Manage costs to agreed-upon budgets
- With the assistance of the owners, manage and oversee the properties google sheet, identify and add projects to the google sheet and mark off projects when they are complete

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have experience in basic carpentry, electrical work and plumbing
- Must have experience with general maintenance and handyman work
- Experience with operating general maintenance machinery and equipment preferred
- Must have understanding of complex water systems and have or be able to attain a Vermont water system operator license
- Advanced building/carpentry experience a major plus
- Advanced plumbing and/or electrical experience a plus
- Ability to juggle multiple projects at once
- Must be able to establish and meet deadlines.
- Must be able to complete projects on budget and on time.
- Must be able to recognize and resolve problems collaboratively in a fast-paced environment.
- Must be able to work independently and as a team player.
- Must have excellent communications skills via the spoken word and electronically.

**Work Environment:**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform physical labor required (must be able to lift at least 50lbs. unaided)
- Ability to operate machinery needed for the job required

**Benefits Include:**

- Seasonal Salary (April 26 – Nov. 1st )
- Part- time hrs. available November – March for off-season facility maintenance and repair
- Gratuity Eligible
- Room and board during season operation available

To learn more or to apply: [gene@quimbycountry.com](mailto:gene@quimbycountry.com) | [Quimbycountry.com](http://Quimbycountry.com) | 802-822-5533

