

Job Posting



Maintenance Technician (Full-time)

Hours: 20 hour/week, Monday-Friday

Planting Fields Foundation is seeking a Maintenance Technician to assist the Facilities and Maintenance team. The Maintenance Technician is responsible for keeping the facilities such as Coe Hall, Tea House, Bird Blind, Manor House, Gate House, archives building and any other building associated with PFF, operating, clean and functioning properly. The Maintenance Technician will repair any problems that are discovered before they have a chance to worsen.

Duties + Responsibilities

The Maintenance Technician will often be required to perform a wide range of repair tasks around the facility including the following:

- Completes maintenance work/repair orders.
- Performs preventive building maintenance duties, i.e., caulking, window replacement, filter replacement, belt replacement and inspection of all mechanical spaces on a regular basis, etc.
- Troubleshoots maintenance issues, including mechanical, structural, electrical, plumbing, heating, and ventilation.
- Performs routine electrical repairs and installations, such as changing or replacing light bulbs or fluorescent lamps, repairing ballast and light fixtures, motor replacement, etc.

- Performs routine plumbing repairs and installations such as toilets, sinks or urinals, fixing water leaks, etc.
- Performs other maintenance related tasks such as painting, masonry, assembling furniture, and hanging pictures.
- Helps move furniture, as needed.
- Assists in special events or projects, as needed.
- Maintains all mechanical rooms such as cleaning, organizing, debris removal, etc.
- Fills out documentation as required, such as maintenance checklists, work orders, and daily logs.
- Reports to the Facilities and Maintenance Manager.
- Perform other duties as assigned.

Education and/or Experience

- Proven experience as a maintenance technician.
- Construction skills such as carpentry, painting, masonry, plumbing, roofing, and welding.
- Advanced critical thinking and problem-solving skills.
- Administrative skills for ordering supplies, handling records, and scheduling maintenance.
- Strong verbal and written communication for discussing maintenance issues via email or Microsoft Teams.
- Basic computer and smartphone skills.
- Good organizational skills.
- Basic understanding of electrical, hydraulic, and other systems.
- Excellent knowledge of best building maintenance practices
- Positive, cooperative, “Can-do” attitude.
- Working knowledge of tools, common appliances, and devices.
- Willingness to work overtime.
- Physical strength and dexterity to lift, move and handle equipment
- Ability to stand or walk for duration of shift.
- High School diploma or equivalent

Additional Information

This is a part-time position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. The hourly pay rate is \$18.75 an hour.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (both in PDF format) to jpacini@plantingfields.org

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org.