



Community Recreation Association

400 Main Street • Dalton, MA 01226

413-684-0260 • daltoncra.org   

CRA JOB OPPORTUNITY – Facilities Manager

WORKSITE: Community House, Mill + Main, NYC
DATE: April, 2024
SUPERVISOR: Executive Director
HOURS: 40 hours / week, M-F; some weekends
CLASSIFICATION: Full Time–Exempt

GENERAL SUMMARY

The CRA is a non-profit community house serving people of all ages in Central Berkshire with recreational, social, educational, cultural, and wellness programs. We are a small organization with a dedicated, hard-working, and supportive staff with a passion for our mission.

We are looking to hire a Facilities Manager to support and assist the CRA in maintaining its facilities including owned, leased or rented property and/or facilities and grounds.

SKILLS, KNOWLEDGE, AND QUALITIES:

- Skilled hands-on person that can do basic repairs and small maintenance projects.
- Can use common tools such as drills, power saws, power equipment, (snowblowers, tractors, trucks, small engine operations), and hand tools (shovels, rakes, hand saws).
- Safety conscious for themselves as well as knowing how to prioritize building safety issues ensuring member and staff safety.
- Can lift up to 75lbs safely. Physically able to rake, mow, sweep, shovel snow, run snow blowers, line marking equipment, other small power equipment, tree pruning, and various physical labor requirements.
- Mechanical aptitude for HVAC systems, plumbing, electrical, and pool piping.
- Basic knowledge of building structures.
- Basic Project management skills to call vendors, schedule work, follow-up with activities, ensure completion, oversee budgets, document new processes.
- People skills to manage contractor relationships and interact with Subcommittees and CRA staff.
- Basic computer skills to manage budgets and update monthly expenses and project costs.
- Good communication skills and strong team player.

Send your resume and cover letter to:

tvreeland@daltoncra.org or

**Community Recreation Association, c/o Taylor Vreeland, Administrative Director,
400 Main Street, Dalton, MA 01226**

The Dalton CRA is an Equal Opportunity Employer