



Assistant Facilities Manager Job Description

Position: Assistant Facilities Manager

Updated: April 13, 2026

Director: Brigid Howell/Sarah Demmons

Overview:

Assist the above Directors, Facilities Manager and General Manager as needed. Responsible for repairing and maintaining all base area buildings, snow removal from the decks and entrance, light carpentry and minor electrical and plumbing projects.

Job Description:

- Assist Director in all daily activities.
- Must be 18 years old
- Driver's license preferred.
- All other duties as assigned.

What we expect of you:

Knowledge of building care and maintenance. A friendly, positive attitude and exceptional customer service skills are required. Time management skills are important in this fast-paced environment as well as the ability to work collaboratively in a team. Read the attached Job Hazard Assessment.

Requirements:

- On your feet all day.
- Basic Carpentry, plumbing and electrical skills
- Ability to be flexible and take on challenges
- Must be able to climb stairs.
- No physical limitations.
- Lifting.
- Ability to work nights, weekends and holidays.
- Ability to work in a fast-paced environment.
- Work well with other team members.
- Wear uniform at all times while on duty.

What to expect from us:

Work schedules vary, seven days a week. Schedules are influenced by weather conditions and guest attendance. Ability to work additional hours during the winter months at Pats Peak. Pats Peak provides uniforms shirts; you need to provide black pants. This is a year-round – full time position with health insurance, extensive 401k plan and dental. We offer free skiing, rentals and lessons; meal discounts and discounts in our retail shop.