



Utilities Assistant

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Operations
Reports To:	Operations Manager
Position Classification:	Long-Term Volunteer; or Seasonal Head Volunteer
Length of Service:	1+ year commitment; or 3+ month commitment

POSTION SUMMARY

Responsible for assisting the Utilities Lead with the maintenance, repair, and operation of our public water system, wastewater system, and major heating systems. This position is part-time and will supplement their time by assisting with other work on the Operations Team, or on other Teams.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Daily water testing in compliance of state regulations.
- Assists with the preventative maintenance, repair and operation of Holden's electrical systems, water systems, water treatment plant, hydro generation, power distribution systems, all-building electrical service and wiring.
- Stoking, cleaning the boilers and cleaning boiler rooms weekly in the winter.
- Tend to in-house electrical and plumbing systems and appliances.
- Measure chlorine levels in the water system and collect water samples.
- Address unplanned repairs for the septic systems, power outages and other system failures as they arise.
- Train as the Utilities Lead and fill-in for the Utilities Lead as needed.
- Assume specific utilities duties as delegated by the Utilities Lead.
- Organize and lead projects as directed by the Utilities Lead.
- Assist with other tasks for the Operations Team as assigned or assist with other work teams as able.

KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Experience and background in government regulation, computers, engineering, math, and science is helpful.
- Some experience and training in utility operation, maintenance, and repair, an understanding of electrical theory.
- Comfortable working with electrical and plumbing systems.
- Willingness and aptitude to receive training and quickly gain experience in utility operation, maintenance, and repair.
- Be willing to learn and develop additional operational skills and knowledge.
- Know when to ask for help. No one is expected to know everything and outside resources are available.
- Be physically fit and mobile. Able to lift 50 lbs and comfortable working in tighter and confined spaces.
- Be able to work independently and to effectively supervise other staff.
- Possess a commitment to high quality and effective work.
- Be willing to learn and develop additional operational skills and knowledge.
- Attend all weekly operations and safety meetings.
- Seek all appropriate safety training for your area and model careful and safe work habits.
- Be available for special projects and reassignment as requested by the operations manager.
- Be on-call to assist with operational emergencies.
- Assist in the recruitment, welcome, and maintenance of relationships with other volunteers.
- Revise and update your turnover file annually and keep accurate and current records and files.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.

- Commits to staying up-to date on all required vaccinations, including COVID-19.

Seasonal Head Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

As a Summer Seasonal Head Volunteer, you are eligible for the following benefits:

- \$350/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!