

Monroe Camp and Retreat Center

Job Description Approved January 2017

Job Title: **Site Maintenance Staff**
Classification: **Annual**
Reports to: **Camp Director**

Position Purpose: Responsibilities include the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp.

Hours of Work: When camp is not in session, weekly hours may vary but should not exceed 30 hours per week. During the months of May, June, July and August, weekly hours may require an increase in hours per week, as determined by the camp director. Documentation of hourly tasks may be required. All tasks are expected to be completed in an efficient and timely manner.

Essential Job Functions:

1. Take a leadership role in performing camp maintenance duties
 - ♦ Set up for special events and summer camps.
 - ♦ Clear roads, paths, and walkways of snow and ice; rake leaves; pick up limbs and pinecones; clear weeds and small bushes; other duties as needed.

2. Identify Maintenance Needs and Maintain camp grounds
 - ♦ Operate necessary grounds care equipment such as mower, chain saws, etc., in safe and efficient manner.
 - ♦ Be aware and make necessary changes to hazards found on camp grounds.
 - ♦ Ensure camp property is neat and tidy on a daily basis; this includes, but not limited to picking up trash, storm debris, blowing road, etc.

3. Maintain and repair of buildings and facilities.
 - ♦ Make note of and make repairs as needed
 - ♦ Clear leaves and debris off roofs and around buildings
 - ♦ Paint walls and trim when needed

4. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as camp accreditation standards.
 - ♦ Address emergencies on physical plant and site.
 - ♦ Participate in conducting initial and end-of-season inventory
 - ♦ Store equipment for safety.
 - ♦ Follow schedule for checking equipment for safety, cleanliness and good repair.
 - ♦ Assist with summer camp program when needed.

Other Job Duties: Comply with any other related job assignments given by the Camp Director and the Property Manager.

Relationships:

Work with the camp staff. Follow directions of the Camp Director and any conveyed from the chairperson of the camp property committee. Grievances should be addressed to the Camp Director or chairperson of the camp personnel committee.

Equipment Used: Pressure washer, lawn mower, blower, weed-eater, chain saw, gator, golf cart, power tools, pool vacuum, bush hog.

Qualifications: (Minimum Qualifications and experience)

- ♦ A minimum of a high school diploma and a preference of at least two years of experience in facility and site maintenance, construction, or grounds keeping business.
- ♦ Must be experienced in the use of power and grounds maintenance tools
- ♦ Current certification in first aid and CPR is desirable.
- ♦ Must pass driving background check and possess a valid and current driving license.
- ♦ Must pass a criminal background and drug test

Knowledge, Skills, and Abilities:

- ♦ Ability to work on a team, relate and work well with others.
- ♦ Ability to problem solve maintenance situations.
- ♦ Self-starter and organizer.
- ♦ Ability to accept guidance, direction, and supervision.
- ♦ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.

Physical Aspects of the Position:

- ♦ Ability to understand and implement safety regulations and procedures
- ♦ Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- ♦ Ability to walk, stand, bend and stretch
- ♦ Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- ♦ Ability to safely and properly use power tools and equipment
- ♦ Ability to safely drive cars, light trucks, lawn tractors, and other motorized vehicles
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).
- ♦ Willingness to work irregular hours including weekends.
- ♦ Ability to operate with daily exposure to the sun, heat, cold and other environmental conditions.
- ♦ Willing to perform other duties not listed in this job description as needed.