



MAINTENANCE STAFF

Desired Qualifications

- Mature, capable, mechanically-oriented person
- Skill in various building trades preferable (i.e., electrical, plumbing, painting, construction, etc.)
- Ability to accept guidance and supervision from, and work with others
- Desire to live and work in a camp community
- Self-starter and organizer
- Current CPR and first aid certifications

Responsible To: Maintenance Director

General Responsibility

To maintain the grounds and facilities of camp.

Specific Responsibilities

- Assist with supervise and coordinate maintenance activities and assistants engaged in maintenance activities on a contract basis
- Maintain facilities for trash collection company, gas company, electric company, etc.
- Attend staff training when necessary
- Assist in moving materials and supplies to appropriate areas in camp
- Maintain inventory of maintenance supplies and equipment
- Be available or have maintenance staff available during all times when campers are present for emergencies
- Be acquainted with community fire, police and emergency service departments
- Prepare any facility needing outside contract work for easy accessibility by contractors
- Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities
- Maintain wells and pumps in good operating condition to meet water standards. Maintain grounds around wells and pumps
- Assist and Monitor sewer system



- Be knowledgeable of applicable state and federal regulations pertaining to sewer, water, garbage, electrical, and water standards
- Maintain grounds in off-season as recommended in consultation with camp director. Arrange jobs to take advantage of differing weather conditions. Annual jobs may include:
 - Check and repair chairs and benches
 - Prepare all vehicles for in-season use
 - Repair and/or rebuild facility
 - Inspect and make necessary repairs on all doors, screen doors, windows, floor boards, rafters, plumbing, porches, roofs, etc.
 - Inspect all buildings and paint when necessary
 - Inspect and repair dining room tables and picnic tables
 - Inspect camp for trees that may need thinning, limbs removed, etc. Prepare trees or supervise contracted tree maintenance work
 - Repair and adjust all small motors (i.e. mowers, blowers, cutters, etc.)
 - Maintain inventory of beds and mattresses
 - Repair items recommended by staff (i.e. boats, canoes, kilns, etc.)
- Communicate daily with Maintenance Director when possible, and set up a workable and productive schedule
- Complete reports, bi-annually, for review by maintenance supervisor on progress, problems, projections for repairs and replacement
- Participate and Attend Department of Environmental Protection's Schools for licenses and certifications.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required