

Job Description For The Maintenance Supervisor

Minimum Qualifications

- Mature, capable, mechanically-oriented person
- Skill in various building trades preferable (i.e., electrical, plumbing, painting, construction, etc.)
- Ability to accept Janitorial duties
- Ability to be time and schedule oriented
- Ability to accept guidance and supervision from, and work with others
- Desire to live and work in a camp community Self-starter and organizer
- Drivers License (Commercial preferred)
- Current CPR and first aid certifications preferred
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- College student or at least 21 years of age

Responsible To

Camp director or organization's camp committee

Camp Goals

To Assist in every day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camping Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

General Responsibility

To maintain the grounds and facilities of camp.

Specific Responsibilities

- Supervise and coordinate maintenance activities and assistants engaged in maintenance activities on a contract basis.
- Maintain facilities for trash Collection Company, Gas Company, and electric company, etc.
- Assist, Supervise and coordinate janitorial activities.
- Attend staff training as time permits.
- Assist in moving materials and supplies to appropriate areas in camp as needed.
- Maintain inventory of maintenance supplies and equipment.
- Order equipment and supplies as needed, within budget or with approval of the executive director, ensuring timely arrival of materials.
- 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.
- Keep and maintain fleet of vehicles in good operating condition. Repair, or supervise repair by outside Service Company.
- 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.
- 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 docks
 - Inspect and make necessary repairs on all doors, screen doors, windows, floorboards, 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

Specific Responsibilities continued

- 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 the executive director when possible, and set up a workable and productive schedule.
- Complete reports, BI-annually, for review by camp director on progress, problems, and projections for repairs and replacement.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

Must be able to

Use equipment and tools
 Complete errands to town and throughout camp
 Observe what needs to be done
 Communicate with staff
 Have physical strength (to lift, dig, load, unload, mop, repair, etc.)
 Use office equipment
 Computer
 Use telephone and radio
 Order supplies
 Carry and load supplies
 Relate to camper needs
 Keep neat, orderly and file records
 Lift/assist campers or staff
 Get to remote locations on camp property quickly
 Observe and assess unsanitary or unhealthy conditions of camp
 Train staff
 Observe camper behavior
 Identify and respond to hazards
 Work with different age and skill levels
 Plan and conduct activity
 Assist campers in emergency (fire, evacuation, illness, or injury)
 Observe loading and unloading of buses and vans
 Possess strength and endurance required to maintain constant supervision of camp.

WORK HOURS

- Work week from Monday - Friday 9 AM. - 6 PM. Saturday 6 AM. – 12 PM. Or until work is complete. We will make every effort to give four 30 minute breaks during the day.
- Additional hours as needed also some weekends.

I have read the above job description and understand my responsibilities.

Print Name

Date

Signature

Date