

CAMP ARNES

Position Overview: Maintenance Worker

Ad Number: CA 1001



Purpose: The Maintenance Worker is a year around position responsible for assisting in the grounds and the overall day to day maintenance needs and operations of the camp.

Responsible to: Maintenance Supervisor

Compensation: This position is salaried with benefits (housing also available)

Start Date: Immediate

SUMMARY Performs routine and extensive preventative maintenance and repair procedures on camp buildings, mechanical equipment and utility systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

- Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of certified trade workers.)
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis.
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Responds to emergency maintenance requests as required.
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; and paints building structures.
- Maintains records of scheduled maintenance procedures.
- Performs outside custodial duties such as snow removal, tree trimming, lawn mowing as required.
- Performs pool maintenance and operations (training provided).

SUPERVISORY RESPONSIBILITIES

May exercise some supervision over volunteers from time to time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one year of responsible experience in building, carpentry, plumbing and electrical repair or an acceptable equivalent combination of education and experience would be considered an asset. Good skill in the use of hand and power tools.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics would be an asset.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Manitoba Driver's License – class 5 would - an asset

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to prolonged sitting or standing. The employee must frequently lift and/or move up to more than 100 pounds. Requires flexibility in work hours as required to fulfill duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions.

COMMUNITY ENVIRONMENT

Camp Arnes is an inter-denominational Christian year around camp providing outdoor education and summer camp to students from across Manitoba. Employees should have a mature, personal commitment to Jesus Christ as evidenced in their daily life. The modeling and communication of safe practices is of utmost importance to our guests at all times.

The successful applicant must submit a Criminal Record Check and Child Abuse Registry check prior to assuming the position.

Your cover letter and résumé must clearly demonstrate how you meet the qualifications.

Mail: Steve Sutherland
Camp Arnes
Box 29009 RPO NK
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CANADA

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"We thank all who apply and advise that only those selected for further consideration will be contacted."