



JOB DESCRIPTION

MAINTENANCE STAFF

Reports To: Operations Director
Date Created: Nov. 22, 2016
Date Updated: October 15, 2021

Department: Operations

SUMMARY STATEMENT

Camp Arnes is looking to hire Maintenance Staff with a mature, personal commitment to Jesus Christ and a heart for serving and being part of a committed team that together carries out the Camp Arnes ministry towards youth and community. Agreement/support of our Mission Statement, Code of Conduct, Statement of faith and Respect in Workplace is required.

A Maintenance staff member is responsible to repair and maintain any and all areas of Camp. This individual is acting as an authorized representative of Camp Arnes at all times, upholding to the highest of safety standards, code of conduct and service for both staff and guests. All staff must provide or apply for a valid child abuse registry and criminal record check

RELATIONSHIPS

Reports to: Maintenance Manager

Internal Contacts: Department Heads, Outdoor Education and Hosting Coordinator, Hosts, Executive Director, Summer Ministries Leader, Housekeeping Staff, Volunteers

External Contacts: The General Public, Teachers, Contractors, Vendors, Professional Organizations, Staff (Current and Previous), Volunteers, Guests, Alumni

QUALIFICATIONS/CRITERIA

1. Desire to grow and learn as demonstrated by a willingness to discover how things work, what makes them work and how to repair them
2. Must be willing to work flexible hours to fulfill duties, as well as to be on call in rotation
3. Must be in good physical health in order to complete daily tasks
4. Must be self-motivated and comfortable working alone
5. Ability to interact with guests, campers and staff in a professional manner
6. Flexible with work hours as required to fulfill duties
7. Openness to mentorship and growth

MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO

1. Conduct daily chlorine and water readings and keep written records
2. Keep the maintenance shed in a clean, organized manner
3. Work within the priority sequence to determine the importance of maintenance requests, repairing and addressing the major needs first
4. Keep all tractors and other vehicles (as well as any vehicle that has a motor) in good working order, well maintained and fueled
5. Keep written records of oil changes, repairs and upcoming maintenance requirements for all equipment.
6. Keep tools orderly and in good repair
7. Use every tool safely and only for its intended use
8. Be responsible that all tools leaving the shop, whether by maintenance staff or others, are signed out and returned upon completion of projects
9. Upkeep of grounds; mowing and weed whacking in the summer; snow removal of roadways and parking areas in winter
10. Attend regular maintenance meetings as required
11. Be alert to maintenance needs around Camp and fill out appropriate forms
12. Help lead the spring, summer, fall and winter changeover
13. Check the play structure weekly and keep record of repairs needed and made. Address all safety issues immediately
14. Be within 20 minutes of availability when on call
15. Answer on call issues promptly and deal with them until completion
16. Have available and use Personal Protective Equipment (PPE) at all times both for self and other workers.
17. Lead and work with volunteers and Summer Program work projects

GENERAL RESPONSIBILITIES

1. Share your Christian life and character with staff and guests as opportunities arise
2. Ensure the safety of yourself, other staff, volunteers and guests through safe work practices and in Camp activities
3. Assist in secondary duties when needed in other areas of Camp
4. Promote an encouraging and fun environment
5. Present yourself in a professional manner in appearance and attitude at all times
6. Uphold all Camp Arnes policies and procedures
7. Do every task with the highest quality and standards in mind
8. Contribute to the proper care and maintenance of equipment

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

1. Requires prolonged sitting or walking
2. Requires ability to work in adverse weather conditions, including rain, heat and cold
3. Requires stamina to endure physically demanding days or weeks
4. Requires ability to lift and move objects weighing up to 25 kilograms