

# MAINTENANCE ASSISTANT

## JOB DESCRIPTION

**Responsible to:** Maintenance Manager

### **General Responsibilities:**

- Assist with the regular maintenance and improvement of facilities as required.
- Assist with regular safety checks of all equipment, facilities, and areas.
- Become familiar with and operate according to our risk management policy.
- Personally prepare yourself spiritually, physically, mentally and socially.

### **Specific Responsibilities:**

#### ***Pre-camp:***

- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

#### ***Camp Training***

- Assist with basic maintenance as required.
- Take part in Leadership Training Camp, when possible, getting to know the staff.
- Participate as a team player, showing respect and care to other members.
- Become fully acquainted with facilities, grounds and emergency procedures.

#### ***During Camp***

- Assist with disposal of all garbage around camp as required.
- Assist with safety checks as required, and report needs to the Maintenance Manager.
- Assist with duties as described on the monthly and long-range maintenance list, as required.
- Operate equipment and vehicles in a safe manner.
- Return all equipment to its appropriate place after use.
- Assist with the appearance and upkeep of the grounds.
- Assist with keeping an adequate wood supply in RV sites.
- Supervise RV sites regularly to ensure campfires are only made in designated spots.
- Assist with regular checks of bathrooms to ensure cleanliness is being done properly.
- Assist with regular checks of the operation of water and sewage systems.
- Be sensitive to the needs of the camp program.
- Participate in the camp program when time, duties and desire permits.
- Perform all related duties as designated by the Maintenance Manager.
- Contribute to a positive working atmosphere in the camp.
- Be punctual and flexible.