

MAINTENANCE MANAGER

JOB DESCRIPTION

Responsible to: Property Committee Chairman

General Responsibilities:

- Coordinate, implement and supervise all aspects of the maintenance and facilities improvement program.
- Become familiar with and operate according to our risk management policy.
- Ensure all equipment, facilities and areas are safe.
- Supervise any staff assigned to the maintenance program, whether for long or short term.
- Personally prepare yourself emotionally, mentally, physically, spiritually 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

- Take care of 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

- Maintain an accurate task list, adding jobs as needed, and dating those completed. Communicate regularly with the Camp Director. Refer all maintenance concerns to the Property Chairman. Prioritize the task list with the Property Chairman.
- Supervise others assisting in maintenance, and refer any problems to the director.
- Complete and document regular safety checks of all areas, according to the camp standard.
- Complete and document regular checks of the operation of water and sewage systems.
- Complete regular checks of bathrooms to ensure cleanliness is being done properly.
- Be responsible for the appearance and upkeep of the grounds.
- Ensure regular disposal of all garbage around camp. (To avoid odors and wild animals)
- Ensure that duties described on the monthly and long-range maintenance list are completed.
- Ensure that operators of equipment and vehicles do so in a safe manner.
- Ensure that vehicle operators are licensed to do so. (Including operation on camp property)
- Return all equipment to its appropriate place after use.
- Keep an adequate wood supply in RV sites.
- Supervise RV sites regularly to ensure campfires are only made in designated spots.
- Be sensitive to the needs of the camp program.
- Participate in the camp program when time, duties and desire permits.
- Contribute to a positive working atmosphere in the camp.

After Each Camp

- Organize the maintenance shop systematically.
- To complete a "facilities check list," highlighting the major areas of need.