

Camp Bristol **Job Description**

Job Title: **Maintenance Assistance**
Classification: **Nonexempt (Seasonal)**
Reports to: **Camp Director**
Contract Period: **May 15 – August 14, 2022 (12 Weeks)**
Weekly Pay: **\$475.00 (Room and Board included)**

Position Purpose:

Under the direction of the Camp Director, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp. Assist in the set up and tear down for camp programs and camp-wide activities, oversee the camp trash pickup and recycling, assist in the daily cleaning needs of common areas.

Qualifications: *(Minimum Qualifications and experience)*

- ♦ At least 18 years old
- ♦ A high school diploma or its equivalent or two years of experience in a facility and site maintenance or grounds keeping.
- ♦ Current certification in first aid and CPR is desirable.
- ♦ Valid and current driving license.
- ♦ Attend and participate actively in staff-week training (provided at camp)
- ♦ Clearance through the Sex Offender Registry and Criminal Background Check
- ♦ Must submit health history record and examination form prior to first day of work.

Essential Job Functions:

1. Maintain camp grounds
 - ♦ Operate necessary grounds care equipment such as mower, tractor, chain saws, string trimmer, etc., in a safe and efficient manner.
 - ♦ Conduct routine inspections of the property and address any hazards found.
2. Assist in repair of buildings and facilities.
 - ♦ Make minor repairs as needed
3. Perform janitorial and general maintenance duties
 - ♦ Sweep, scrub, wax floors, wash windows and screens, put up and take down screens and storm windows – repair same
 - ♦ Dispose of trash and waste. Manage recycling.
4. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
 - ♦ Assist with emergencies on physical plant and site.
 - ♦ Assist in conducting initial and end-of-season inventory
 - ♦ Store equipment clean and in a safe manner.
 - ♦ Follow schedule for checking buildings and equipment for safety, cleanliness and good repair.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions.
- ♦ Set-up and clean-up for camp events and activities as assigned
- ♦ Assist as directed with water treatment and daily recording of chlorination tests results
- ♦ Champion camp and program improvement projects – creating trails, building paths, creating campsites
- ♦ Participate in clean-up at the end of each week.

Equipment Used:

Lawn mower, Tractor with bucket and forklift, hand tools, power tools including saws, drill, chain saw, weed trimmer, hand tools, water chlorination/filtration systems, lawn care hand tools

Knowledge, Skills, and Abilities:

- ♦ Ability to work on a team, relate and work well with others.
- ♦ Self starter and organizer.
- ♦ Ability to accept guidance, direction, and supervision.
- ♦ Proficiency in the safe and proper use of power equipment and tools, light machinery, and building materials.

Physical Aspects of the Position:

- ♦ Ability to understand and implement safety regulations and procedures
- ♦ Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- ♦ Ability to walk, stand, bend and stretch
- ♦ Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- ♦ Ability to safely and properly use and care for power tools and camp equipment
- ♦ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

Some physical requirements of a Maintenance Assistant position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals as well as bugs, snakes, bats, etc.