



Job Description

Job Title: Maintenance – Part Time
Department: Camps
Reports To: Camp Facilities Manager
FLSA Status: Exempt
Prepared By: ABO
Prepared Date: January 08, 2021

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SUMMARY

The Maintenance individual is responsible for assisting the Camp Facilities Manager in the upkeep and repair of the camp properties, buildings, equipment, and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Exemplify the elements of SVdP: Spirituality, Friendship and Service in all phases of work
- Advance the mission, goals, and objectives in all applicable strategic plans
- Support / Live / Adhere to the **“Rule”** and teachings set forth by Frederic Ozanam
- Effectively communicate to SVdPD staff any new, changed, or eliminated, process, procedure, program, or resolution
- Ability to work well with others

Key Responsibility Areas:

Administrative:

- Inspect, maintain, and repair facility, property, vehicles, and equipment as directed by the Director of Camp Services
- Maintain grounds utilizing janitorial and machinery equipment
- Assist in moving materials and supplies to appropriate camp areas
- Provide “on call” service during non-contracted hours in the event of an emergency involving the facility, equipment, property, and/or vehicles when necessary
- Be acquainted with community fire, police, and emergency service departments
- Organize and keep all work areas clean and safe
- Demonstrate a respect for individuals, respect for property, responsibility and good judgment, decorum, politeness, neatness of dress and modesty.
- Work to uphold the philosophies of Camps by demonstrating a strong faith commitment to the spiritual values of outdoor ministry
- Adhere to and assist in enforcing all COVID-19 health and safety protocols recommended or required by Camp Ozanam, the American Camping Association and the State of Michigan

Other Duties may be assigned.

BUDGET IMPACT: \$10.00 - \$15.00 per hour during summer camp and off season rentals

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Must be at least 18 years of age and have a valid driver's license
- Minimum of one year experience in a maintenance related field and have some training, either formally or informally, in carpentry, plumbing, electrical, mechanical and/or general maintenance
- Demonstrate ability to work with people as a team member and the ability to work independently
- Ability and desire to work in a camp setting
- Possess skill in operating power tools and machinery

LANGUAGE SKILLS

Ability to communicate with those at all levels and cultures. Strong organizational skills, including time management. Must demonstrate productive teamwork with other employees and work independently.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, talk, hear, drive, and perform physical labor. This position will require working daily including the possibility of evenings and weekends. Valid driver license is mandatory. Janitorial and machinery equipment utilized. Occasional lifting of up to 70 lbs. Utilization of hand dolly or co-workers assistance when lifting heavy objects is preferred.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters when performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a natural camp environment; both outside and indoors.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received, reviewed, and fully understand the job description stated. I further understand that I am responsible for the satisfactory execution of all functions described therein, under any and all conditions described.