



Job Description

SACANDAGA

Maintenance

Job Title: Maintenance Worker

Classification: Nonexempt (Seasonal)

Reports to: Camp Director

General Description: 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.

Qualifications: (Minimum Qualifications and experience)

1. A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business.
2. Current certification in first aid and CPR is desirable.
3. Valid and current driving license.
4. Certified Pool Operator certification recommended.

Knowledge, Skills, and Abilities:

1. Ability to work on a team, relate and work well with others.
2. Self starter and organizer.
3. Ability to accept guidance, direction and supervision.
4. Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
5. Good character, integrity, and adaptability.
5. Enthusiasm, sense of humor, patience, and self-control.
6. To be constantly mindful that a proper role model is essential at a children's summer camp.

Essential Job Functions:

1. Pre- camp Inspection
 - a. Perform Pre Season check of all building to ensure structural integrity and repair all screens / holes (bat proofing buildings)
2. Maintain camp grounds - Methods of work and work site must take into account safety of staff and campers. Examples: when mowing grass discharge chute should be pointed away from campers, all flammable materials kept in a labeled locked metal cabinet, work in food areas may necessitate covering shelf areas, do not leave power tools unattended.
 - a. Operate necessary grounds care equipment such as mower, tractor, chain saws, etc., in safe and efficient manner.
 - b. Be aware and make necessary changes to hazards found on camp grounds.
 - c. Daily monitoring of buildings and grounds, including playground equipment and pathways, to ensure they are clean and in good repair.

- d. Ensure the premises will be maintained free of insect and rodent infestations that may cause a nuisance or health hazard.
- e. Monitor building for bats or other animals. If a bat or other animal takes up residence in camp buildings, they will be safely removed, and repairs will be made to keep them out prior to use by campers and/or staff.
- f. Ragweed, poison ivy, poison oak, poison sumac and other noxious weeds will be controlled to minimize contact by camp occupants.
- g. Combustibles will be removed prior to the start of camp and throughout the camping season. Items that will be removed include the accumulation of leaves, twigs, garbage, etc., from around and under buildings and excessive storage/accumulation of unused furnishings and supplies in basement and storage areas.
3. Garbage refuse/storage and disposal.
 - a. Provisions will be provided and maintained for the storage, handling and disposal of solid wastes to prevent nuisance conditions, insect and rodent infestations, and pollution of air and water.
4. Hazardous materials. Agricultural, commercial or household pesticides and toxic chemicals will be stored and/or used to cause no air, surface water or ground water pollution and so as not to be hazardous to the occupants of the camp. They shall be stored in their original containers in areas designated for such use.
 - a. Update MSDS sheets as new cleaning products are used at the facility. Update staff on the safe use of any new chemicals during the weekly staff meeting as needed.
5. Drinking Water Management
 - a. Monitor Water treatment equipment. Maintain chlorine levels.
 - b. Sample / test drinking water in the morning, during rest hour and before the end of the day. Report any issues to the director.
 - c. Collect samples for DOH
 - d. Assist with the set up and take down of the water system.
6. Pool Management
 - a. Check with the aquatics coordinator daily to monitor chemical levels.
 - b. Adjust chemicals as needed.
 - c. Monitor filtration system and service as needed.
7. Repair of buildings and facilities.
 - a. Make minor repairs as needed
 - b. Maintain tools and equipment in an orderly fashion. Assure equipment is in working condition
 - c. Maintain a clean and organized workshop
8. Perform janitorial and general maintenance duties
 - a. Sweep, scrub, wax floors, wash windows and screens, put up and take down screens and storm windows – repair same.
9. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines.
10. Assist with emergencies on physical plant and site.
11. Assist in conducting initial and end-of-season inventory
12. Store equipment for safety.
13. Follow schedule for checking physical plant and equipment for safety, cleanliness and good repair.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- Be flexible and willing to change routine. Work assignments may be reassigned & duties may be assigned as necessary.
- Be willing to cooperate with Campfire Council members, volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- Turn in all assigned paperwork, thoroughly complete and on time.
- When requested by the Director, perform tasks required for the successful operation of the camp.
- Inform the Director of problems or unusual activities that pertain to camp.
- Assist in conducting initial and end of season camp-wide cleaning, inventory and storage.

- At end of season, evaluate current season and make recommendation for following season.

Physical Aspects of the Job:

1. Ability to understand and implement safety regulations and procedures
2. Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
3. Ability to walk, stand, bend and stretch
4. Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required
5. Ability to safely and properly use power tools and equipment
6. Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
7. Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
8. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).
9. Willing to live in a camp setting (if required) and work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.

Supervision

This person is under the direct supervision of the Director.