

ALL SAINTS CAMP of the UOC of USA

Job Description – Maintenance Manager



Job Title: **Maintenance Manager**

Classification: **Exempt**

Reports to: **ASC Camp Manager**

Job Type: Combination Contractual/Seasonal

Compensation: Competitive Wage

Position Purpose:

The Maintenance Manager directs all facility projects, improvements and general camp maintenance duties including areas such as painting, plumbing, electrical and carpentry as well as inspection of completed work by vendors/contractors. Assigns and monitors duties of camp maintenance staff. Ensures the camp facilities are providing a safe and clean environment for campers, staff and guests.

Essential Job Functions:

1. Manage all camp maintenance requirements.
 - Continually monitor condition of facilities and proactively recommend maintenance as required.
 - Supervise and coordinate maintenance staff engaged in maintenance activities; as required, undertake maintenance duties on projects.
 - Maintain inventory of maintenance supplies and equipment.
 - Responsible for maintaining all equipment and garage/maintenance facility. Repair, or supervise repair, of equipment by outside service company.
 - Recommend maintenance projects outside of staff capabilities for completion by vendors/contractors. Inspect all completed work.
 - Order equipment and supplies as needed, within budget and with approval of the Camp Manager, ensuring timely arrival of materials.
 - Maintain wells, pumps and water system in good operating condition to meet water standards.
 - Monitor septic tanks/sewer system. Coordinate emptying of tanks as required.
 - Assist in moving materials and supplies to appropriate areas in camp as needed.
 - Inspect pool daily and ensure it is maintained to the highest standards.
 - Be acquainted with local community fire, police, and emergency service departments to assist with Camp Manager as required.
 - Assist, supervise and coordinate janitorial activities.
 - Meet daily with Camp Manager to schedule work and ensure the completion of all necessary tasks.

ALL SAINTS CAMP of the UOC of USA

Job Description – Maintenance Manager

- Assist Camp Manager in inspections of facilities after encampments for damage.
2. Maintain grounds to the highest standards.
 - Proactively maintain grounds, ensuring they are kept clean and neat, reducing the risk of danger or injury to persons using grounds and facilities.
 - Supervise and coordinate maintenance staff engaged in grounds maintenance activities.
 - Maintain all grounds maintenance equipment; inspect equipment and ensure equipment is repaired as necessary.
 - Inspect camp for trees that may need thinning, limbs removed, etc. Prepare trees or supervise contracted tree maintenance work as required.
 - Maintain lawns, cutting as required. Proactively ensure that seeding, etc, is done when needed.
 3. Manage all administrative and human-resource functions with regard to maintenance employees.
 - Be available, or have maintenance staff available, during all times when campers are present for emergencies.
 - Monitor employee performance and train as required.
 - Assist with interviewing and hiring of maintenance staff.
 - Plan, coordinate, schedule, and supervise the work of maintenance staff.
 - Keep a schedule of hours worked for all staff and provide to Camp Manager weekly for payroll.
 4. Prepare All Saints Camp prior to the opening for the season.
 - Prepare grounds as recommended in consultation with camp director. Arrange jobs to take advantage of differing weather conditions.
 - Inspect all cabins and buildings and paint when necessary.
 - Inspect and make necessary repairs on all doors, screen doors, windows, floorboards, rafters, plumbing, porches, roofs, etc.
 - Prepare all equipment for in-season use.
 - Check and repair all outdoor furniture.
 - Inspect and repair dining room tables and picnic tables.
 - Assist in coordinating dumpster/trash removal, water testing, filling of propane tanks, pool opening.
 - Take pre-season inventory of all furniture and equipment.
 5. Close All Saints Camp at the end of the season.

ALL SAINTS CAMP of the UOC of USA

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- Inspect all cabins and facilities and prepare for winter. Prepare list of all maintenance required.
 - Take inventory of furniture/equipment. Maintain list of all furniture/equipment that needs to be repaired or replaced.
 - Close pool and winterize.
 - Shut down camp water system and winterize.
6. Work as a member of the All Saints Camp team. • Coordinate tasks with other ASC staff.
- Maintain a polite, courteous, and professional demeanor at all times to provide quality customer service to encampments.
 - Maintain a clean and professional physical appearance.

Other Job Duties:

1. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
2. Follow and adhere to all ASC policy and procedures as provided.

Relationships:

1. Maintenance Manager has a designated relationship with the ASC Camp Manager and through him may relate directly or indirectly to program staff and counselors related to the mission and program goals of the camp.
2. ASC requests no fraternization between staff members and/or encampment guests.

Equipment Used:

Ability to use all equipment related to the position, including hand tools, power tools, lawn mowers and tractors.

Qualifications:

- Mature, capable, mechanically-oriented person.
- Desire to work in a camp community; self-starter and organizer.
- Drivers License.
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control.
- Provide and/or submit for appropriate background checks as required by ASC Policy and PA State Requirements.
- Experience in supervision.

ALL SAINTS CAMP of the UOC of USA

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Knowledge, Skills, and Abilities:

- Skill in various building trades (electrical, plumbing, painting, construction, etc.).
- Ability to accept janitorial duties.
- Ability to be time and schedule oriented.
- Ability to accept guidance and supervision from, and work with others.
- Ability to manage/mentor Maintenance Staff. Create good team environment.
- Ability to liaise with Program Directors as needed and assigned
- Knowledgeable of applicable state regulations pertaining to sewer, water, garbage, electrical, and water standards.

Physical Aspects of the job:

- Ability to lift and carry 50+ pounds as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical ability to operate maintenance equipment according to safe, recommended methods.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).

Additional Benefits:

- On-campus housing when needed(as arranged with ASC Manager) Housing is not provided for position unless place of residence is more than 35 miles from All Saints Camp.
- Daily meals provided while in season (partially when in off-season)
- 24/7 Access to mini-kitchen
- Pet-friendly with arrangement of ASC Manager
- Use of pool on off-time with approval of ASC Management

Questions or inquiries should be made to:

Josh Oryhon – All Saints Camp Manager
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