

ALL SAINTS CAMP of the UOC of USA

Job Description – Maintenance Staff Member



Job Title: **Maintenance Staff**

Classification: **Exempt**

Reports to: **ASC Maintenance Manager**

Job Type: Seasonal/Contractual

Compensation: Competitive Wage

Position Purpose:

Maintenance Staff members assist the Maintenance Manager in completing daily camp maintenance duties and working on facility projects and improvements as assigned. Ensures the camp facilities are providing a safe and clean environment for campers, staff and guests.

Essential Job Functions:

1. Assist in all camp maintenance requirements.
 - Undertake maintenance duties on all assigned projects.
 - Assist in maintaining all equipment and the garage/maintenance facility.
 - Assist in maintain wells, pumps and water system in good operating condition to meet water standards.
 - Assist in moving materials and supplies to appropriate areas in camp as needed.
 - Assist in daily pool maintenance and upkeep.
 - Undertake janitorial activities as assigned.
2. Assist in maintaining grounds to the highest standards.
 - Undertake grounds maintenance activities as assigned.
 - Assist in maintaining all grounds maintenance equipment.
 - Undertake tree maintenance work as required.
 - Maintain lawns, cutting as required and assigned.
3. Work as a member of the All Saints Camp team.
 - Work closely with other ASC maintenance staff.
 - Complete assigned tasks with staff members quickly, accurately in a courteous and professional manner.
 - 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.

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Relationships:

1. Maintenance staff members have a designated relationship with their supervisor, the Maintenance Manager, and through them 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:

- Mechanically-oriented person, ideally with skills in various building trades (electrical, plumbing, painting, construction, etc.).
- Desire to work in maintenance/janitorial/grounds in a camp community.
- Self-starter; ability to work with limited supervision.
- 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.

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).
- Housing is not provided for position unless place of residence is more than 35 miles from All Saints Camp.

Additional Benefits:

- Use of Maintenance Cabin as appropriate (mini-kitchen, bathroom, lounge)
- Meals provided during the season
- Use of swimming pool on off-time with approval of ASC Management

Questions or inquiries should be made to:

Josh Oryhon – All Saints Camp Manager
josh@allsaintscamp.org