

EAST OHIO CONFERENCE
UNITED METHODIST CHURCH
Camps and Retreat Ministries

Position Description
Maintenance Manager at Camp Aldersgate

General Position Description:

Job Title: Maintenance Manager

Supervision: Camp Director

Entry Level Skills:

- Journeyman-Level experience in plumbing, carpentry, electrical trades, mechanical repairs or equivalent experience desired.
- Ability to accept supervision and supervise others.
- Ability to develop organization and practice good administrative procedures.
- Ability to supervise a staff of paid and volunteer workers or the ability to learn to supervise a staff of paid and volunteer workers
- Be familiar with commercial building codes and commercial operations or how to find them.
- Be familiar with water systems and wastewater systems.
- Commitment to serve the needs of camp guests and campers with hospitality, flexibility and quality.
- Age 21 or older with valid Ohio Driver's License.
- Current CPR or first aid certification (will train).

Compensation:

- Hourly cash salary.
- Benefits include Worker's Compensation.

Job summary:

Supervisory Responsibilities:

- Schedule and supervise a program of routine and preventive maintenance for the camp's buildings, equipment, vehicles and grounds.
- Schedule maintenance work to take advantage of seasonal weather conditions and fluctuations in camp use.
- Supervise maintenance personnel/volunteers, when applicable.
- Locate and work with responsible contractors and specialists as needed.
- Keep accurate records and store information so that it is easily accessible.
- Research and recommend purchase of appropriate maintenance equipment, tools and supplies within budget and with approval of Camp Director.
- Insure compliance of OSHA requirements and American Camping Association standards.
- Communicate regularly with Camp Director regarding schedule of maintenance work and progress on work projects.

General Maintenance Responsibilities:

- Maintain the buildings and grounds of camp in good condition.
- Maintain equipment including: kitchen and building appliances, tractors and implements, mowers, small-engine powered equipment, portable and stationary tools in safe operating order.
- Make minor repairs on equipment or supervise repair by outside repair service.
- Maintain water system and wastewater system in compliance with government regulatory agencies, if applicable.
- Secure buildings and grounds for the safety of guests and campers.
- Secure property to prevent theft, vandalism or damage.
- Recommend and develop plans for capital projects which implement the camp's master plan and are approved by the Camp Director.
- Acquire bids from contractors and vendors for capital projects.
- Plan for accessibility in all improvements, remodeling projects, and new construction.
- Protect the natural environment by employing environmentally sound practices.
- Maintain an inventory of maintenance supplies, tools and equipment.

Seasonal Maintenance Responsibilities: Seasonal Maintenance may include:

- Preparations and set-up for summer camping season, e.g. waterfront, water tower
- Mowing.
- Landscape planting, weeding, pruning and hedge trimming.
- Leaf removal.
- Cut and split an adequate year-around supply of firewood/kindling.
- Repair and storage of summer equipment.
- Painting, exterior and interior.
- Roof repairs, tear-offs and replacements.
- Regular inspection of camp for trees and limbs that pose a threat to people or buildings-remove damaged trees or supervise work of outside contractor.
- Maintenance of program equipment and areas as recommended by Camp Director (e.g. water park equipment, watercraft, etc).
- Grading of driveways and ditches.
- Assist in transportation of staff, guests, and campers.

Hospitality Responsibilities:

- Assist housekeeping staff with cleaning duties as needed
- Be on call as part of the staff team when guest are present to respond to emergencies
- Be acquainted with community fire, law enforcement and emergency service departments.

Additional duties may be assigned or reassigned as required.

Essential Functions:

Must be able to use motorized equipment, power and hand tools; drive different types of available camp vehicles, observe work that needs to be done, communicate with staff; possess physical strength to lift, dig, load and repair buildings and equipment.