

JOB TITLE: **CAMP MAINTENANCE STAFF**

REPORTS TO: Director, Camp and Respite Services

GENERAL DESCRIPTION: Follow a year-round maintenance program that promotes the safe and effective maintenance and use of Camp Wawbeek and Wisconsin Elks/Easter Seals Respite Camp.

DUTIES:

1. Maintain Camp Wawbeek and Respite Camp grounds, buildings, roads and mechanical systems in a safe and clean manner and in accordance with local, state, and federal laws and regulations.
2. Help to assure compliance with all American Camp Association standards relating to maintenance, vehicles, facilities, and grounds.
3. Maintain proper functioning of all life safety systems, including smoke detectors, fire extinguishers, emergency lights, fire alarms and exit signs.
4. Coordinate renovation and construction projects utilizing independent contractors, under the direct supervision of Director, Camp & Respite Services. Assist to ensure compliance with design specifications and all building codes.
5. Assure the security of Camp grounds and buildings by regularly patrolling the facilities and by maintaining a relationship with the Wisconsin Dells Police Department, Kilbourn Fire Department and the County Sheriff.
6. Maintain the fleet of Camp vehicles to ensure they are in good operating condition.
7. Report to Director, Camp and Respite Services when assistance is needed for stock items that are running low, and keep stock of items used often.
8. Assist in coordinating volunteer work projects. Prepare facilities for special events including, but not limited to, Golf Outing for Kids BBQ, Board of Directors summer meeting, Fall Sprawl and Pancake Breakfast.
9. Prepare facilities for rental groups and host on assigned weekends if needed.
10. Coordinate with the opening of facilities for summer use (turning on water, preparing the swimming pool, repairing building needs) and the closing of the facilities for the winter season (turning off water, etc.) with other Maintenance Staff as needed, by dates agreed upon with supervisor.
11. Develop relationship and work closely with Camp and Respite Directors, Housekeeping, Nursing, and seasonal maintenance and program staff to assure successful Camp and Respite programs. Develop and maintain positive relationships with campers and seasonal staff.
12. Be available, or coordinate availability of maintenance staff at all times during the summer season.
13. Perform other duties as assigned by the Director, Camp & Respite Services.

QUALIFICATIONS:

1. High School diploma or equivalent. Some technical training highly desirable.
2. Minimum of two years working in a maintenance field.
3. Experience in a camp setting highly desirable.
4. Good working knowledge and skills in carpentry, plumbing, electrical, and vehicle repair.
5. Able to pass an Occupational Health and Drug Screening with the ability to lift 75

pounds to waist level.

6. Valid WI driving license and good driving record. Commercial driver's license desirable.
7. Eligible for certification as a Certified Pool Operator.
8. Highly organized with the ability to work independently and to prioritize work.
9. Willing to work non-traditional hours, including weekends and evenings as needed
10. Ability to work effectively with the public and camp staff; excellent interpersonal skills.

ESSENTIAL FUNCTIONS:

1. Ability to implement maintenance projects.
2. Strength sufficient to lift and move heavy tools, equipment, and materials.
3. Endurance sufficient to work long hours during the summer season and perform all duties as described.
4. Ability to identify and respond to hazards related to maintenance functions.
5. Good judgement, flexibility to take on different projects, social skills to interact with contractors and other camp staff, and maturity to enforce safety standards.

CLASSIFICATION: non-exempt

Updated: 5/31/18