

ASSISTANT MAINTENANCE JOB DESCRIPTION FOR CAMP LAKEVIEW

Required Qualifications

1. Minimum age - 18 years old and completed one year in a post-secondary educational program.
2. Mature, capable, mechanically-oriented person.
3. Working knowledge of basic maintenance, repair, and grounds work.
4. Desire and ability to work in a camp setting.

Desired Qualifications

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Ability to accept guidance and supervision from others and to work with others.
3. Ability to train, lead and supervise choreboys and choregirls.
4. Organized and self-motivated, with the initiative to find work that needs to be done without being told.
5. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

To Whom Responsible

1. The Executive Director and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Site Manager position in all areas related to groundswork, maintenance, repairs, janitorial duties, and other regular or special work duties.

General Responsibilities

1. To help maintain the grounds and facilities of Camp Lakeview to ensure a safe, healthy, attractive, and functional environment.
2. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

Specific Responsibilities

1. Assist the Site Manager to train, schedule, assign, and supervise Junior Counselors and Junior Maintenance with regard to grounds work, maintenance, or housekeeping duties.
2. With the exceptions of the Site Manager, Executive Director, and Program Director, be the sole driver and operator of the camp's tractor and riding mowers.
3. Assist with the mowing of all grass, using the camp's tractor, riding mower, push mowers, and trimmers.
4. Trim bushes periodically and remove dead branches, stumps, or trees when necessary.
5. Trim existing trails, keeping branches away from heads of pedestrians.
6. Supervise and be responsible for the daily cleaning of the bathhouse.

7. Supervise and be responsible for the daily cleaning of the western and southern porches of the dining hall.
8. Collect trash from all receptacles and dispose of properly.
9. Assist the Site Manager in ordering and stocking necessary maintenance or housekeeping supplies.
10. Make recommendations to the Executive Director for equipment purchases.
11. Assist in moving materials and supplies to appropriate areas in camp as needed.
12. Assist the Site Manager in maintaining the camp's fleet of vehicles, lawn mowers, and power tools in good working order.
13. Make sure all maintenance equipment and tools are properly returned to their storage area.
14. Repair/replace any damaged equipment which is brought to your attention by other personnel.
15. Keep all woodpiles stocked.
16. Help clean the camp on Friday afternoons in preparation for the closing program.
17. Weekly check and inflate all athletic balls and inner-tubes. Repair if necessary.
18. Attend required staff meetings.
19. Evaluate current operations and make recommendations as they arise.
20. Be available for emergency repairs.
21. As a team member, assist other staff in any task that will enhance the outdoor ministry of Camp Lakeview.