

Wanakee

Job Description

Job Title: **Maintenance Supervisor**

Classification: *Part time (20 hours/week)*; scheduled weekly/monthly to coordinate with camp program (flexible). Employment at-will.

Reports to: *Executive Director*

Position Purpose:

To further the mission and ministry of Wanakee by maintaining and improving Wanakee facilities, grounds, and equipment for the purpose of providing hospitality to campers, retreat groups, and volunteers. In addition, to provide maintenance support for Wanakee programs and staff, including volunteer management and staff supervision.

Essential Job Functions:

1. Support the Executive Director in the development and implementation of a maintenance management system (prevention, correction, and construction).
 - ♦ Oversee the purchase, use, and care of all maintenance equipment and supplies.
 - ♦ Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, etc.
 - ♦ Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs.
2. In conjunction with the Executive Director, support and supervise staff and volunteers engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities.
 - ♦ Support and train seasonal maintenance staff.
 - ♦ Train and supervise camp staff in the use of camp equipment including maintenance and program equipment as appropriate.
 - ♦ Plan and assign work projects and schedules to maintenance staff.
 - ♦ Provide insights on maintenance staff performance to the Executive Director.
3. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
 - ♦ Respond to emergencies on physical plant and site.
 - ♦ Shared responsibility (with Executive Director) for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.
 - ♦ Store equipment for safety.
 - ♦ Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair.
 - ♦ Develop a system for supply ordering and inventory.

Other Job Duties:

- ♦ Other duties as assigned by the Executive Director, including event support.

Relationships:

- ♦ Communicate professionally and consistently with volunteers, counselors, kitchen, and program staff.

Qualifications: (*Minimum Qualifications and experience*)

- ♦ Ability to work in and foster a Christian environment as part of a team of camp staff.
- ♦ A high school diploma or its equivalent, plus two years of experience in the following areas: human relations and supervision for hiring, training, and scheduling of staff, budget development, facility and site management, maintenance, construction, and land-management.
- ♦ Valid and current driving license.
- ♦ Age 25 strongly preferred

Knowledge, Skills, and Abilities:

- ♦ Ability to work on a team, relate and work well with others.
- ♦ Self starter and organizer.
- ♦ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.

Physical Aspects of the Position:

- ♦ Ability to understand and implement safety regulations and procedures
- ♦ Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- ♦ Ability to walk, stand, bend and stretch
- ♦ Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- ♦ Ability to safely and properly use power tools and equipment
- ♦ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

Willing to live in a camp setting and work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.