

# **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. As a representative of Lakeview Ministries, agrees to demonstrate a lifestyle and teach Christian doctrine in accordance with the beliefs of the Lutheran Church-Missouri Synod.

## **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 Junior Staff and other Summer Staff in work projects.
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, Director of Operations, and Program Director in terms of application and employment, training and work assignments, as well as personnel policies and practices.
2. The Director of Facilities in all areas related to grounds work, maintenance, repairs, janitorial duties, and other regular or special work duties.
3. The Asst. Program Director in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties.

## **General Responsibilities**

1. To help maintain the grounds and facilities of Lakeview Ministries 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 Director of Facilities 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 full-time staff and individuals designated by the Executive Director, be the sole driver and operator of the camp's tractor, utility vehicles, 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 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 Director of Facilities for equipment purchases.
11. Assist in moving materials and supplies to appropriate areas in camp as needed.
12. Assist the Director of Facilities 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 staff.
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. On occasion lead Bible study and camper devotions.
20. Evaluate current operations and make recommendations as they arise.
21. Be available for emergency repairs.
22. As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries. This includes participating in evening activities such as TBAs and campfire devotions.