

# LAKEVIEW MINISTRIES

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## **ASSISTANT MAINTENANCE JOB DESCRIPTION**

### **Required Qualifications**

1. Minimum age – 18 years old.
2. Legal Driver's License and ability to operate vehicles, mowers, weed eaters, etc.
3. Ability to lift and carry tables, chairs, and other equipment up to ~80 pounds.
4. Ability to lead and supervise volunteers, seasonal staff, and junior staff.
5. Desire and ability to work in a camp setting.

### **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Organized and self-motivated, with the initiative to find work that needs to be done.
3. Ability to work well with others.
4. 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**

The Director of Facilities in terms of training and work assignments, as well as personnel policies, and performance review.

### **General Responsibilities**

1. To maintain the grounds and facilities of Lakeview Ministries to ensure a safe, healthy, attractive, and functional environment.
2. To work under and with the Director of Facilities to prioritize and assist with tasks that would be a greater benefit to the overall mission of Lakeview Ministries.
3. Return equipment and supplies to their proper storage areas and maintain in a neat and orderly condition.
4. 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.

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## Specific Responsibilities

1. Help with any groundwork that may need to be done such as mowing, trimming, repairs to outdoor furniture, collecting trash, trimming trails, splitting and stacking firewood, and snow removal.
2. Assist with building maintenance such as: changing filters; check and replace faulty smoke detectors and fire extinguishers; repair electrical, plumbing, or HVAC problems, and call in professional assistance when needed; repair items such as screens, windows, doors, hinges, door knobs, gutters, lightbulbs, etc.; and assist with construction or remodeling of buildings.
3. Assist with maintaining equipment on camp including, but not limited to: beds, dressers, showers, commodes, sinks, tables, chairs, docks, canoes, sport equipment, challenge course elements, etc.
4. Provide preventative care and emergency repairs on camp's fleet of vehicles such as the tractor, pickups, vans, etc. This also includes the small engine equipment such as mowers, trimmers, etc.
5. Maintain all hand tools and power tools in good working order.
6. Assist in moving materials and supplies to appropriate areas of camp as needed.
7. Assist in cleaning and preparing facilities for the arrival of guest groups.
8. Work with the Director of Facilities to make sure that all maintenance and cleaning products are fully stocked and distributed around camp to their needed locations.
9. Assist in coordinating and leading seasonal staff and volunteers with work projects.
10. Attend required staff meetings as needed or requested by the Director of Facilities.
11. **Continually evaluate current operations, explore and implement improvements.**
12. **Communicate with the Director of Facilities to share concerns, improvements or recommendations.**
13. **As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministry.**