

# YMCA Camp Bernie

## Job Description



**Job Title:** Maintenance Staff

**Reports To:** Facilities Director

**Position Purpose:** The Maintenance team furthers the mission of YMCA Camp Bernie through regular cleaning and maintenance of the site and facilities. The Maintenance Team helps to present a positive image to those new to camp, to our program participants, and to those in our surrounding communities.

### **Essential Job Functions:**

1. Follows all safety rules and regulations to minimize risk and enhance the safety of employees and visitors; checks property and grounds for unsafe conditions, and clears hazards; reports safety conditions and security issues
2. Performs a variety of skilled and semi-skilled facilities maintenance, preventive maintenance, component replacement and repair tasks, including carpentry, mechanical, and basic non-licensed electrical and plumbing work
3. Works on assigned projects, and makes appropriate decisions based on work experience and individual skills; notifies supervisor of repair problems beyond the scope of authority
4. Perform specialized seasonal work including swimming pool maintenance, camp grounds maintenance including: watering, mowing and weeding, leaf removal, cleaning up trash and debris, trimming trees and shrubs, loading and hauling materials, salting and snow plowing
5. Clean & disinfect buildings including: sweeping, & mopping floors, wiping down mattresses, cleaning bathrooms, vacuuming window sills, emptying garbage, keeping vehicles clean and maintained;
6. Inspects and maintains assigned equipment and small tools for proper operating condition; completes minor repairs on equipment as needed;

7. Operates vehicles and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair

**Other Job Duties:**

A primary function of this job is to ensure that each member, guest and visitor receives the highest caliber of service. To properly carry out the responsibilities associated with the job, the incumbent must be able to perform the following functions:

- Maintain positive relationships with all customers and communicate effectively to diverse groups of individuals
- Complete daily work tasks independently and in a timely fashion as agreed upon with the Maintenance Director
- Follow motorized vehicle safety protocols
- Follow safety protocols regarding cleaning chemicals and tools by using proper personal protective equipment and body mechanics

**Qualifications:**

- A high school diploma or the equivalent
- A clean criminal background and clean driving record
- Experience and skills in handyman tasks including: painting, carpentry, plumbing, electrical, and basic vehicle mechanics
- Experience working with power tools and knowledge of their safe operation
- A basic knowledge of cleaning and housekeeping
- Experience in the following areas: human relations, facility and site management, maintenance, and construction.
- Excellent work habits including: punctuality, efficient use of time, prioritizing tasks, attention to detail
- Experience and background should include working in a camp setting or comparable employment.
- A general understanding of YMCA programs, philosophies, and values

**Physical Aspects of the Job:**

- Ability to climb stairs and maneuver uneven terrain.
- Ability to stand on feet for extended periods of time.
- Ability to lift and carry heavy objects (up to 100 pounds).
- Ability to perform moderate physical work.

- Ability to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to work in conditions that will create dirt and dust.