



Camp House Maintenance Specialist

March 2023

Summary

The Camp House Maintenance Specialist, working with the property managers at all three camps, maintains all buildings, grounds, and equipment owned and operated by the organization. Day to day tasks may include general carpentry, landscaping, basic electrical, plumbing, painting, small engine repair, basic mechanical repair, seasonal maintenance and grounds care, and other tasks as needed. Together with the Camp House Director, the Maintenance Specialist is tasked with ensuring that all aspects of the summer camp and retreat operation are ready to operate safely and efficiently.

Essential Duties and Responsibilities

1. Respond to maintenance requests and issues from the hospitality team, retreat guests, and rental user groups in a timely manner in coordination with the Camp House staff.
2. In coordination with the site director, carry out general maintenance plans for buildings (e.g. repair, painting, remodeling, updating), equipment (general upkeep and replacement), and vehicles (repairs, oil changes, etc).
3. Coordinate care for grounds, ensuring a continuous high quality appearance of mowed, planted, and wild areas. Maintain all roads and trails. Manage, cull, and plant trees and foliage as necessary.
4. Join the rest of the GLLM staff in sharing radical hospitality to all who interact with our ministry as well as to each other.
5. Provide status reports to the Director of Properties and Facilities.
6. Other duties as assigned.

Qualifications and Requirements

1. Must have basic knowledge of HVAC, electrical, mechanical, plumbing, and carpentry.
2. Ability to work independently as well as be a team player who will productively engage with others in the organization.
3. 3 years of experience in facilities and/or property maintenance preferred but not required, parallel experience helpful.

Working Relationships (Internal/External)

1. This position works closely with
 - a. Camp House Site Director - resource coordination, support, overall planning, prioritization
 - b. Head Chef - Equipment and appliance diagnosis and repair
 - c. Seasonal staff - various tasks

Supervises: This position does not fully supervise any staff positions but will guide and manage seasonal staff assigned to maintenance shifts on occasion, as well as work alongside volunteer groups from time to time.

Hours: 10-20/week

Compensation: \$18-\$20/hour

Supervisor: Camp House Director

Classification: non-exempt