

CANOE ISLAND FRENCH CAMP

JOB DESCRIPTION: MAINTENANCE ASSISTANT

Objectives:

To support the camp through effective maintenance of camp facilities, equipment and grounds to create an inspiring and safe environment for campers. Job will include janitorial, repair, transportation and construction.

Authority and Accountability:

The Maintenance Assistant will be in communication with the Executive and Camp Director regarding the needs of the camp facility and related program needs.

Specific Duties:

1. Maintain camp cleanliness, sanitation, and waste disposal (including recycling).
2. Provide general maintenance, including carpentry, plumbing, electrical, automotive, marine and grounds upkeep.
3. Provide facility oversight and emergency repairs in the absence of the Executive Director.
4. Provide on-call assistance for maintenance emergencies.
5. Maintain, upgrade and protect entire facility and grounds.
6. Assist in maintenance of water quality monitoring program.
7. Assist in maintenance and service of camp vehicles and vessels.
8. Assist in maintaining/repairing/replacing program equipment as needed.
9. Communicate regularly with Executive and Camp directors.

Essential Functions:

1. Physical ability to safely use maintenance equipment and tools.
2. Ability to effectively communicate orally and in writing
3. Ability to physically respond quickly and effectively to environmental hazards.
4. Physical ability and boating skills to provide personnel transportation to and from Canoe Island.
5. Physical ability to lift at least 50 pounds.

Minimum Qualifications:

1. Documented experience with a variety of maintenance activities.
2. Ability to think creatively and openness to trying new projects.
3. Ability to work productively and effectively with other staff.
4. Be at least 18 years of age.