



CAPE COD SEA CAMPS MAINTENANCE Job Description

Responsible to:

Executive Director, Associate Director, Facilities and M&R Foreman

General Responsibilities:

1. To assist in the operation of the Cape Cod Sea Camps consistent with the CCSC philosophy, goals and objectives.
2. To maintain facility, equipment, grounds and buildings.
3. To abide by the Personnel Policies, Code of Conduct, camp rules and regulations including, but not limited to smoking, alcohol and drugs.

Specific Responsibilities:

1. Keep the grounds and roads passable.
2. Periodic inspection of entire facility.
3. Make repairs to equipment and buildings as directed.
4. Assist with laundry and cleaning process.
5. To instruct and train in the proper use of equipment.
6. Periodic inspection of the fire alarms and extinguishers.
7. Assist and coordinate the needs of outside contractors when utilized.
8. To provide suggestions and assist in making purchases and orders when authorized.
9. To assist in the maintenance and repair of all equipment.
10. To assist in the distribution of special supplies in a safe and efficient manner.
11. Report any repairs to Managers.
12. To assist in providing cleaning service on an as needed basis, daily or weekly
13. To evaluate current season and make recommendations for equipment, supplies, personnel and procedures for following season.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions:

The following are a list of areas which must be met:

- Ability to use equipment and tools;
- Ability to use a telephone;
- Ability to communicate with staff;
- Ability to relate to the camper's, counselor's, employee's, and parent's needs;
- Ability to drive and complete errands on and off campus;
- Ability to assess and observe what needs to be done
- Ability to carry and load supplies of at least 50-75 pounds; has physical strength for lifting, digging, loading, unloading, mopping, repairing, painting, cleaning, climbing, kneeling, etc.

Minimum Qualifications

1. Ability to work on a team, relate and work well with others.
2. Self starter and organizer.
3. Mature, capable and experienced.
4. Ability to accept guidance, supervision, and work on a team.
5. Good character, integrity and adaptability, enthusiasm, sense of humor, patience and self-control.
6. Desire and ability to work in a setting which, primarily serves children and youth.
7. Current CPR and First Aid certificates preferred.
8. Valid and current driving license.
9. Ability to work 20-40 hours per week.
10. At least 18 years of age or older.

Reviewed 9/18