

MAINTENANCE ASSISTANT LUTHER VILLAGE

GENERAL SCOPE AND PURPOSE:

The Maintenance Crew is to carry out the daily maintenance requirements of the camp in cooperation with and under direction of the Property Coordinator/Manager.

LINE OF AUTHORITY:

The Maintenance Crew is responsible to the Property Coordinator/Manager.

RESPONSIBILITIES AND DUTIES:

-On a daily basis, and by following the maintenance manual, completes jobs assigned by the Property Coordinator/Manager such as disposing of garbage, cutting grass, general repairs on facilities, boats or vehicles, cleaning the washrooms including laundry areas.

-Works in a safe, efficient, and environmentally conscious manner.

-Keeps the camp, its grounds, facilities and equipment in good working order, clean and neat.

-On a weekly basis, monitors drink machines, gasoline, fuel, propane and requests for any supplies needed for regular maintenance projects

-Reports any problems or concerns to the Property Manager.

-Assists in any projects or performs any duties assigned by the Property Manager.

-Works at ongoing projects as time permits, keeping supplies ready and using any volunteers available

-Willing to assume other responsibilities as required.

QUALIFICATIONS:

-Some knowledge and experience in general maintenance and repair.

-Ability to accept supervision and guidance and work with others as a team.

-Some knowledge of mechanics, carpentry, construction, painting, etc.

-Dependable, responsible and able to see tasks through to completion.

-Hold a valid drivers licence (May need Class 4).

-Physically capable of performing all maintenance duties.