



Camp Fire Heart of Iowa Job Description

POSITION: Maintenance Manager
CLASSIFICATION: Seasonal (Full-time)
REPORTS TO: Facilities & Grounds Director
SUMMER SEASON: May 3-August 27, 2021

JOB SUMMARY: Responsible for supervising seasonal maintenance staff and assisting in the upkeep of Camp Fire Heart of Iowa's buildings and grounds. This position can expect to work with plumbing, electrical, carpentry, grounds, and minor vehicle and equipment maintenance.

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. High school diploma, GED, or equivalent.
3. Must be able to pass a criminal background check.
4. Valid driver's license and clean driving record.
5. Must be able to read and write English proficiently.
6. Must have completed credits relating to facility or equipment maintenance or 1 year experience in related field.
7. Comfortable working with computers and computerized maintenance management systems.
8. Strong leadership, communication, and decision-making skills.
9. Ability to establish and maintain positive working relationships.
10. Good character, integrity, patience, and adaptability.
11. Have, or have the ability to complete during staff training, Mandatory Reporter and First Aid/CPR certifications.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards.
10. Physical ability to respond appropriately to situations requiring first aid/CPR. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
11. Eye-hand coordination and manual dexterity to manipulate equipment.

ESSENTIAL FUNCTIONS:

1. Supervise seasonal maintenance staff:
 - Provide regular supervision of staff, including performance evaluations

- With Director of Facilities & Grounds, create weekly schedules and tasks lists for seasonal maintenance staff.
 - Transport staff and equipment to Camp Fire sites, as needed
 - Ensure seasonal staff follow all necessary safety procedures
2. Complete all necessary maintenance tasks for assigned sites including:
 - Mowing and yard maintenance
 - Daily, Weekly, and Monthly check list.
 - Building and equipment upkeep.
 - Project preparation and clean up.
 - Luggage transportation for camper check in and check out
 - Sanitation and cleaning, as needed
 3. Communicate regularly with supervisor, keeping them informed of any changes to plans, problematic situations, staff concerns, etc.
 4. Actively participate in all necessary staff trainings.
 5. Ensure that all materials and PPE are prepared for each project
 - Update inventory items, and return items to correct locations
 - Communicate with supervisor on needed supplies and tools
 6. Work cooperatively with other maintenance staff to guarantee that all tasks are carried out in a timely manner.
 7. Encourage respect for personal property and camp equipment, vehicles, and facilities.
 8. Manage personal time off in accordance with camp policy.
 9. Adhere to all Camp Fire policies, ACA standards, and applicable laws and regulations.
 10. Perform other duties as assigned by the Administrative Team.

PAY: \$480.00 - \$560.00 per week, depending on qualifications and prorated for requested time off. Room and board provided, if desired.

APPLICATION PROCESS:

Submit resume to hantesa@campfireiowa.org with 'Maintenance Application' in the subject line or apply online at www.campfireiowa.org.

OUR COMMITMENT: Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.