

Maintenance Technician Position

1. Reports to the Business and Facilities Director
2. Duties: Coordinate and schedule, with the Business and Facilities Director, all projects related to the maintenance and upkeep of the camp facilities, grounds, vehicles, water, electrical, septic and roadways, including but not limited to the following:
 - a. Facilities
 - i. Maintain regular system of inspection for regular wear and tear, maintenance, and renovation needs including but not limited to all retreat center buildings and staff housing, pool, vehicles, the lawn, trails, forest, and meadows, and the electric, septic, and water systems
 - ii. Monitor and maintain walkways and areas around buildings including lawn, plantings, and removal of fuels around buildings as current regulations require
 - iii. Maintain forest and wild areas of the property, including trails and program areas for safety and environmental issues such as erosion and dead tree removal
 - iv. Maintain and prioritize small and large project lists, determining when tasks need to be completed and by whom (facilities and grounds, winter staff, whole staff project, or outside contractor)
 - v. Act as liaison with the Business and Facilities Director for all projects where an outside contractor is hired and coordinate work projects with volunteer groups.
 - vi. Maintain safe and usable shop area inside and out, including equipment and tools; acquire or replace tools and equipment as necessary
 - vii. Determine materials needed for projects large and small and ensure materials, including tools, are available for projects in timely manner
 - viii. Ensure safe removal of old project materials
 - b. Personnel
 - i. Supports the training of the intern staff in the proper use of tools as well as training staff in repetitive tasks so that they can be performed on their own after training, mowing, cleaning, etc.
 - ii. Helps to oversee maintenance related support work.
 - c. Food Service
 - i. Assist in food service operation and/or dishes as appropriate and needed
 - d. Program
 - i. Assist with camp program as appropriate and needed
 - e. Other
 - i. Fill in for or assist other employees as necessary
3. Compensation, Schedule, and Personnel Policies
 - a. Housing, utilities, food, vacation, and hospital/medical/dental insurance is provided
 - b. Sabbatical time shall be accrued at a rate of two weeks per year. The first sabbatical can be taken after six years of service. Sabbaticals can only be taken upon approval by the executive director and an adequate staffing plan to cover responsibilities must be established
 - c. Essential functions: Ability to lift/unload/move 50 lbs. by hand/90lbs. in wheel barrel; visual and auditory ability to effectively and safely perform duties around camp; physical ability to hike several miles over uneven terrain