

Camp Boggy Creek Job Description

Job Title: Maintenance and Grounds Technician
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Reports To: Facilities Director	Department: Facilities
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FLSA Status: Non-exempt	Effective Date: Spring 2019
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<p><u>Job Summary:</u> Under the supervision of the Facilities Director assist in maintenance and upkeep of the camp grounds, buildings and equipment, working in compliance with camp policies, standards, and regulations both internal and external.</p>

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| <p><u>Essential Duties & Responsibilities:</u></p> <ul style="list-style-type: none">▪ Adhere to the established policies and procedures that ensure compliance with all American Camp Association accreditation standards, SeriousFun Children's Network criteria and all other state and industry standards▪ Compliance with all health and safety procedures▪ Perform preventive and repair maintenance tasks on building components, roofs, ceilings, flooring, electrical systems, and kitchen and bathroom plumbing fixtures consistent with contemporary standards of good practice▪ Performs carpentry, masonry, glazing, drywall hanging, plastering, painting, caulking, metalworking, welding, brazing, and soldering activities▪ Maintain camp grounds including but not limited to; the operation of tractors, lawn care equipment and tools, plant landscaping and repair roads▪ Maintain the overall appearance and cleanliness of camp property including but not limited to assistance with garbage disposal▪ Perform preventive maintenance and minor repairs to camp vehicles including golf carts and lawn equipment▪ Respond to camp participant repair or service requests, remedies problems and informs occupants of action taken▪ Assists in escort and oversight of outside vendors and contractors to assure their compliance with contractual obligations and camp policies▪ Coordinate with the Facilities Director on the upgrade or replacement needs of buildings, vehicles and equipment▪ Understand and actively participate in established Camp Boggy Creek policies, procedures, training and team activities.▪ Perform other duties as assigned |
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Qualifications:

Education & Experience:

- High school diploma or GED preferred
- Two years of vocational training in a skilled trade or a State certified technical trade license
- Six years hands-on experience in the operation, maintenance, repairs and renovation of buildings, building systems and related equipment
- Must possess and maintain valid State of Florida driver's license
- Proven ability to operate a variety of machines and power/hand tools
- Strong working knowledge of contemporary building maintenance and grounds keeping practices
- Excellent communication and problem solving skills
- Ability to work effectively with a wide variety of staff, volunteers and campers
- Demonstrated ability to be flexible and manage multiple tasks in a timely manner

Physical/Mental Requirements:

- This is a permanent full time position which requires the performance of strenuous physical activity including walking over rough or uneven surfaces, bending, stooping, working in confined spaces, working at higher elevations and the ability to lift or carry up to 50 lbs.
- This position involves the use of strong chemicals
- Perceptual demands for discrimination of color, sound, odor, form, texture, and depth
- This position will spend considerable time outdoors in hot, humid conditions and be exposed to environmental hazards including inclement weather, insects and natural Florida wildlife.