

# CAMP ALDRSGATE, INC. JOB DESCRIPTION

## MAINTENANCE SUPERVISOR

**CLASSIFICATION:** Exempt (Full-Time, Year-Round)

### **JOB SUMMARY:**

Plan and coordinate the development, maintenance, and repair of the campus buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of the non-profit organization. Directly supervise maintenance technicians.

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction).
  - Oversee the purchase, use, and care of all maintenance equipment and supplies.
  - Implement system for regular maintenance and upkeep of buildings and grounds, including routine duties such as mowing, painting, etc.
  - Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
  - Manage natural resources including forest and water quality management to ensure protection and proper utilization occurs.
2. Hire, supervise, and coordinate staff engaged in the maintenance and improvement of the buildings, equipment, and other facilities.
  - Hire and train maintenance staff in their maintenance responsibilities.
  - Train and supervise maintenance staff in the use of equipment including maintenance and program equipment as appropriate.
  - Plan and assign work projects and schedules to maintenance staff.
  - Supervise work, review assignments and effectiveness of maintenance staff.
  - Evaluate individual maintenance staff performance.
3. Prepare annual budget in consultation with supervisor and the non-profit organization.
  - Monitor expenditures to ensure compliance with the budget.
  - Purchase equipment and supplies consistent with the approved budget; maintain appropriate records and inventory.
4. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association (ACA) accreditation standards.
  - Respond to emergencies according to policy and as needed.
  - Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.
    - Conduct initial and end-of-season inventory of supplies, equipment and other maintenance items.
    - Store equipment for safety.
    - Maintain a monthly schedule for checking buildings and equipment for safety, cleanliness, and good repair.

## OTHER JOB DUTIES:

- Participate as a member of the management team as needed to ensure the integration of program and property in order to deliver a program that meets the needs of campers and the non-profit organization mission.
- Assist in the long-range planning for the non-profit organization.
- Assist in representing the non-profit organization to local businesses and other related groups.

## RELATIONSHIPS:

The Maintenance Supervisor is responsible for representing the non-profit organization in maintaining its relationship with regulatory agencies, other consultants, and local vendors.

*Many seasonal staff positions have direct relationships with the property manager in terms of facility and equipment. It is essential to outline the terms of the relationship so that each person's responsibilities are clearly articulated. Most often the health care and emergency plan outlines the relationship of the role of the property manager for emergency management and care.*

## EQUIPMENT USED:

Backhoe, zero turn mower, backpack blower, chainsaw, weed eater, pole saw, tractor.

## QUALIFICATIONS (MINIMUM QUALIFICATIONS AND EXPERIENCE)

- A high school diploma or its equivalent, plus two years of experience in the following areas: human relations and supervision for hiring, training, and scheduling of maintenance staff, budget development, facility and site management, maintenance, construction, and land-management.
- Excellent verbal and written communication skills.
- Valid driver license
- Must pass drug test and background check
- Vaccinated and boosted for COVID-19

## KNOWLEDGE, SKILLS, AND ABILITIES:

- The position requires working knowledge of at least areas of engineering, painting, carpentry, electrical wiring and controls, HVAC, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance.
- Experience working in MS Office Suite
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, HVAC, and grounds keeping.
- Experience maintaining pools

## PHYSICAL ASPECTS OF THE POSITION:

- Ability to understand and implement safety regulations and procedures.
- Ability to communicate procedures and regulations to staff and guests.

- ♦ Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
- ♦ Physical strength to lift equipment and supplies (up to 50 pounds).
- ♦ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ♦ Ability to safely and properly use power tools and equipment.
- ♦ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- ♦ Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

*Some additional physical requirements of a Maintenance Supervisor position could be endurance including prolonged standing, bending, stooping, and stretching; eye-hand coordination and manual dexterity to manipulate equipment and waterfront activities. Willing to work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.*

**Interested persons should send resume to Mimi Hyatt at [mhyatt@campaldersgate.net](mailto:mhyatt@campaldersgate.net).**