

Camp Albemarle Maintenance Assistant Job Description

Reports to: Maintenance Director

Purpose of Position:

Assist the maintenance team with overseeing the general upkeep, cleanliness, and organization of the facilities and its infrastructure and to maintain operations while ensuring that the facilities are safe and functional at all times.

Benefits:

1. Lodging provided
2. Meals provided while camp is in session

Qualifications:

1. At least 17 years of age
2. Some training/experience in minor repairs preferred
3. Knowledge of how to use a zero-turn mower preferred
4. Reliable mode of transportation

Responsibilities:

1. Maintain landscaping
2. Maintain a clean facility
3. Performing routine maintenance around facilities
4. Fixing potential safety hazards to avoid injuries.
5. Perform additional duties as assigned.

Specific Duties:

1. Maintain landscaping
 - a. The maintenance assistant is responsible for the care of the grounds
 - b. Riding mower, weed eating, edging, etc.
2. Maintain a clean facility
 - a. Deep clean bathhouse once a week and refill dispenser as needed
 - b. Pick up garbage around grounds
3. Performing routine maintenance around facilities
 - a. Checking lights and replacing them if needed
 - b. Checking smoke detectors and replacing/refilling the battery as needed
 - c. Etc.
4. Fixing potential safety hazards to avoid injuries.
 - a. Remain observant and fix/repair needs as you see them and as they occur.
5. Perform additional duties as assigned.
 - a. Summer camp often requires flexibility, willingness to step in to help, and patience. Be flexible as staff roles change on a daily and weekly basis.