



Position Title: Maintenance Director

Reports to: Camp Director

Status: Seasonal, Full-time, Exempt, May – October

Schedule: Flexible

Location: Camp Bovey – Residential Summer Camp in Gordon, WI

Position Purpose:

Plan and coordinate the development, maintenance, and repair of the camp's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of the camp.

Essential Job Functions:

1. Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction).
 - Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, etc.
 - At the direction of the Camp Director, schedule for routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
 - Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs.
 - Submit proposals to the camp director for the purchase, use, and care of all maintenance equipment and supplies.

2. Supervise and coordinate staff engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities.
 - Train seasonal maintenance staff at the start of the season and as needed throughout the summer.
 - Train camp staff in their maintenance responsibilities.
 - Train and supervise camp staff in the use of camp 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 performance.

3. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
 - Respond to emergencies on physical plant and site.
 - Conduct initial and end-of-season inventory.
 - Store equipment for safety.
 - Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair.

4. Close camp at end of season.
 - Board windows in main lodge.
 - Drain water and all tanks in buildings with water.
 - Professionally clear pipes and prepare buildings to over winter.
 - Assist in other close-down duties of buildings, grounds, and play equipment as needed.

Other Job Duties:

- Participate in and help coordinate WorkerBee Work Days with volunteers throughout the season.
- Participate as a member of the camp 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 camp mission.
- Assist in the long range planning for the camp and agency's investment in property enhancement, repair, and additions.
- Assist in representing the camp to local businesses and other related camp groups.

Relationships:

The Maintenance Director is responsible for representing the camp in maintaining its relationship with regulatory agencies, other consultants, local vendors, volunteers, and sponsors/donors. The Maintenance Director will work closely with the Maintenance Assistant as well as teen leaders. Although this position does not require direct management or supervision of campers, the Maintenance Director should be comfortable working in the vicinity with children ages 7-18 and be able to model and instill our core values of Caring, Sharing, Curiosity, and Connection.

Equipment Used:

Tools, grounds keeping equipment, cleaning supplies including bleach, large power tools, ATV, compressor.

Qualifications *(Minimum Qualifications and Experience)*

- Documented experience in the following areas: facility and site caretaking and/or management, maintenance, construction, and grounds keeping.

Knowledge, Skills, and Abilities:

- The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance.
- 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, and grounds keeping.

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 40 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 and assist campers in an emergency (fire, evacuation, illness, or injury).

Compensation: Pay dependent upon experience, starting at \$60/daily rate, includes room and board. Option to live on-site or commute. Flexible schedule May – October. Children 7+ may attend camp free.

Application deadline: Open until filled

Apply directly online: <https://goo.gl/forms/xvi2she72za40BW33>

Resume and cover letter should be submitted along with the application using the above link. If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to campboveyHR@gmail.com ; or visit our website at www.esns.org

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

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