

Head of Maintenance (1.0 FTE) - Camp Assiniboia
Job Description
June 2021

The Head of Maintenance is responsible for keeping Camp Assiniboia's site and facilities in good working condition in order to provide excellent hospitality to guests and the summer camp program. The Head of Maintenance oversees the Maintenance Volunteer program, provides supervision to maintenance staff and participates in planning both small and large development projects. This may include obtaining quotes and acting as the primary contact with contractors.

Accountability: The Head of Maintenance is responsible to the Site Manager.

Qualifications:

1. At least 2 years of experience in a maintenance managerial role
2. Ability to plan and oversee a positive program for maintenance volunteers
3. Experience planning and supervising the work of self and others
4. Familiarity with workplace health and safety guidelines and the ability to train and execute these guidelines
5. Ability to plan and supervise building projects
6. Ability to monitor and perform routine inspections of camp buildings and facilities
7. Ability to perform routine maintenance of camp vehicles and equipment
8. Experience in operating large equipment (i.e. tractors, front-end loader), and power tools.
9. Must be at least 18 years old and have a valid driver's license
10. Experience or interest in camping ministry an asset
11. Alignment with the goals and values of Mennonite Church Manitoba. See also MCM's Lifestyle Code and Statement of Faith. Copies available upon request
12. Must adhere to MCM's personnel policy.

Primary Responsibilities:

Systems: Primary responsibility for operation, repair, storage and maintenance as required of the following items:

- a) Plumbing and heating equipment including pumps, hot water tanks, boilers etc.
- b) Electrical equipment and basic electrical circuits
- c) Swimming pool, ponds, lake and sewage lagoon
- d) Vehicles and motorized equipment
- e) Basic maintenance of large appliances
- f) Recreation equipment
- g) All building structures
- h) Grounds maintenance
- i) Maintenance shop

Maintenance Volunteer Program: Provide a safe and positive workplace for volunteers. This includes coordinating meals with Food Services, extending hospitality, assisting in volunteer appreciation events, sending out thank you cards etc.). The Head of Maintenance is also responsible for preparing and

organizing volunteer work projects, writing up task lists, ensuring appropriate supplies are available, supervising volunteer work and recruiting volunteer members.

Safety Management: Ensure that the procedures manual and safety equipment are up to date and in alignment with the standards set by Workplace Health and Safety, the Manitoba Camping Association and Camp Assiniboia. Ensure that all volunteers and maintenance staff adhere to and are trained according to these standards.

Building Maintenance: Perform weekly, monthly and yearly inspections of buildings and systems. Organize and supervise maintenance projects including painting, fencing and other repair projects.

Building Projects: With direction and consultation from the Site Manager, organize and supervise building projects. In the instance where a designated Project Manager is employed, the Head of Maintenance will participate as part of the planning team.

Planning and Supervision: Plan and oversee the work of self and others including maintenance staff and volunteers. Adhere to and develop a yearly calendar of inspections and seasonal activities (for example, woodcutting, pool opening and closing). Plan and carry out special projects related to physical operations. Create and report short and long- term maintenance needs and goals. Assist in budget planning for the maintenance program. Assist and/or advise (depending on the project) in capital project planning (setting priorities, costing, design and sourcing).

Purchasing: Plan and purchases supplies, equipment and tools for maintenance department. In consultation with manager authorize and monitor routine expenditures within camp maintenance budget.

Meetings: Attend on-site staff meetings and Camp Committee meetings. Attend delegate sessions and be prepared to talk about facilities, maintenance needs, capital projects and volunteer opportunities. The Head of Maintenance will also meet on a weekly basis with the Site Manager.

Salary: Salary is based on the qualifications and experience of the applicant and is assessed according to the MCM Salary Scale. This position fits into Level 8 on the scale. This means a salary range of \$42,648 and \$50,782 per year.

Accommodations: The Head of Maintenance is expected to live on site in housing provided. Rent ranges between \$472 and \$531 depending on the housing unit.

Working Conditions: The work week will be 37.5 hours. Evening and weekend work may be required. Sometimes hours and days off will need to shift in order to handle emergency repairs or unforeseen events (i.e. snow storms). Normally vacation time will not be taken during peak seasons.

Vaccination Policy:

New employees must provide proof that they are fully vaccinated against COVID-19 or are willing to be fully vaccinated within 45 days of being hired. Those who produce proof from the Government of Manitoba that states that there is a medical reason to not receive a COVID-19 vaccine are exempt.

Inquiries should be directed to David Hogue, Resident Manager at 204-782-3019. Applications will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to: assiniboia@campswithmeaning.org.