

WARM BEACH CHRISTIAN CAMPS and CONFERENCE CENTER
Ministry Description

Ministry Title: Maintenance/Grounds
Department: Plant Services
Reports To: Plant Services Manager
Revised By: Patrick Patterson
Revision Date: 05/2018

SUMMARY The employee in this position serves in a general maintenance and groundskeeping role. This employee will be responsible for the care and appearance of grounds, and the other maintenance work as assigned by the Plant Services Manager. The person in this position shall at all times demonstrate cooperative behavior towards colleagues, guests and supervisors. Regular attendance and punctuality are essential for this position. Adherence to a published, departmental schedule is expected and required. This employee will be included in the rotation of weekend shifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

I. Safety: This employee is responsible to fully implement WBC's Safety policies and procedures, and to provide a safe working environment for any staff or volunteer under their direction.

II. Grounds Care:

1. Maintain healthy lawns and landscaped areas
2. Keep the RV area cleaned from branches and debris
3. Implement groundskeeping maintenance schedule as directed by the Plant Services Manager
4. Keep roads smooth, properly draining, and cleaned off
5. Keep roads, parking and sidewalks blown off and debris-free

III. Maintenance Duties: This position supports the general maintenance priorities of WBC, as directed by the Plant Services Manager. Tasks and duties will include:

1. Building Maintenance
2. Vehicle Maintenance
3. Water and Sewer System Maintenance
4. Responding to Guest needs
5. Other duties as assigned

IV. General Duties:

1. Implement and practice safety training, personally and with volunteers and staff. Seek knowledge and adherence to best practices in safety.
2. Supervise and train volunteers and employees to complete projects as assigned
3. Perform and supervise projects as assigned
4. Execute housekeeping duties
5. Provide feedback to Supervisor on condition of grounds

6. Communicate equipment, repair, supply, and labor needs to Supervisor
7. Attend morning Plant Services meetings and all Staff meetings
8. Parking crew or other assigned duties during *The Lights of Christmas*
9. Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position is not a regular supervisory position, except in situations where volunteer supervision or work crew supervision is needed during seasonal times or special projects.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six months to one year of related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License, CDL (Commercial w/Air Brakes) desired but not required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than

100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Job duty examples which have vision requirements: sharpening blades and performing basic equipment repairs, evaluating lawn condition (height of grass, color, etc.), operating power equipment and driving mower around obstacles, and in general assuring that appearance and grooming of grounds is appealing.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually loud, as created by lawn mowers, brush cutters, weed eaters, and sharpening blades on grinder. Employee should use standard safety equipment when performing duties of this job, such as ear protection devices, face guard, dust mask/air filter, rubber gloves, and the like.

CROSS TRAINING Employee will be available to be cross-trained into other areas of the ministry as needs arise, including: Accommodations, Food Service and Program.

MINISTRY STATEMENT Warm Beach Camps and Conference Center provides Christ-centered environments, experiences and resources to draw people to God through camping ministries, conferences and events. As a staff, one of our commitments is to carry out our responsibilities in a way that will "Keep the path clear to the cross."

POSITION CLASSIFICATION This is a year-round position, and may be full-time or part-time, depending on the current needs of the Camp.