



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Assistant Maintenance Supervisor

LOCATION: Three Trails Camp and Retreat Center

JOB CODE:

CLASSIFICATION: Non Exempt, 40 hours per week

DATE: February 25, 2020

REPORTS TO: Maintenance Supervisor

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Maintain facilities and grounds for Three Trails Camp and Retreat Center in such a way as to provide a safe, attractive, and clean environment for both staff and guests. Provide preventative maintenance to avoid the need for major repairs to facilities and equipment.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned.

- Repairs, alters and maintains a variety of tools and equipment
- Paints structures, interior walls, ceilings, fixtures, cabinets, etc.
- Remove snow using truck with plow, snow blower, quad with plow and shovels.
- Operate lawn mowing and weeding equipment.
- Operate chain saw in cutting and trimming of shrubs and trees. Removal of dead trees and shrubs as needed.
- Assist with proper operation of maintenance department equipment including but not limited to the following: tractor, skid steer, mowers, chainsaws, power tools, ATV, UTV, golf carts, etc.
- Assist with minor plumbing and electrical repairs.
- Assist with minor repairs/maintenance of camp vehicles.
- Keep accurate and comprehensive maintenance records on facilities and equipment.
- Supervise summer staff grounds keepers, community volunteer groups and community service workers.
- Assist Maintenance Supervisor with general maintenance projects

- Oversee the opening and closing of the pool, as well as everyday maintenance and operation of the pool during the pool season.
- Provide detailed log of maintenance, chemical levels, pool clarity, etc., as required by the Independence Health Department.
- Oversee the purchasing and delivery scheduling of pools chemicals and equipment.
- Oversee the regular cleaning of the pool both inside the water and surrounding deck area. Vacuum the pool and deck when lifeguards are not available, especially after the summer camping season.
- Assist with operation of the following program activities: archery range, pellet gun range, laser tag, and high/low ropes course. Must be able to complete training offered by 3TC.
- Serve as a Ropes Course Lead Facilitator and provide oversight and leadership in operating all aspects of the Ropes Course.
- Lead and facilitate the Roper Course when this program is offered to outside rental groups throughout the rental season.
- Assist the Camp Director in overseeing the Ropes Course program during the summer camping season.
- Communicate with Officers, employees of The Salvation Army, vendors, campers and rental groups.
- Must live in staff housing (Maple Lodge. Two bedroom/one bathroom apartment) located at Three Trails Camp and help with the safety and security of camp.
- Must be able to work emergencies outside of the normal work schedule as needed.
- Participate in the Retreat Host rotation, typically 1-2 weekends a month. When hosting guests, must be reachable by cell phone 24/7 and be able to provide great hospitality and problem solving to ensure guests are happy and taken care of.
- Required to work all divisional events both weekdays and weekends (typically 3-6 per year).
- May be asked to assist with food services when short staffed.

Minimum Qualifications:

Education: Be mechanically included as demonstrated by the graduation from a recognized trade school or training received while previously employed or in US Military service.

Experience: 2-5 years experience in maintenance or janitorial field preferred. Previous employment with a camp preferred.

Certifications/Licenses:

- Must have a valid state driver's license.
- Must be able to have or obtain a certified pool operator certification or equivalent prior to pool season.
- Must be able to have or obtain a food handlers permit.

Skills/Abilities:

- Ability to work independently.
- Ability to read and interpret manuals and other technical documents relating to mechanical or building trades.
- Ability to write reports and documents.
- Knowledge of basic computer programs.
- Physical ability to operate and perform strenuous manual labor in both hot and cold environments as needed or required to complete work assignments.

- Good physical endurance with ability to lift a minimum of 50 pounds.
- Ability to work irregular hours and extended hours as needed.
- Ability to fill in for other departments as needed and directed by the Camp Director.
- Ability to provide basic security of the camp property and equipment outside normal working hours.
- Positive and friendly attitude.
- Good personal hygiene and physical endurance.

Supervisory Responsibility:

This position does have authority to assign and check work of other employees. This position may recommend employment status changes to a supervisor, but not make disciplinary decisions and will not formally evaluate performance of other employees. Assist Maintenance Supervisor in giving direction and oversight to maintenance department workers (employees, summer staff and volunteers).

Safe from Harm Level:

Bloodborne Pathogen Level: Level 3

Physical Requirements:

Physical requirements include:

Lifting, pulling and pushing of materials up to 50 pounds to be able to perform tasks described above.

Requires bending, squatting and walking.

Standing up to 2-8 hours per day.

Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Travel: NA

Driving: Must possess a valid driver's license from the state of residence. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions:

- Work is performed in a typical office environment Monday-Friday 8am-4pm.
- Full-time position; may require some weekend and evening work.
- Vacation is not typically approved during the summer camping season from mid May through mid July or the week of a divisional event.
- Must live in staff housing (Maple Lodge. Two bedroom/one bathroom apartment) located at Three Trails Camp and help with the safety and security of camp. Utilities and camp wifi are included in the housing arrangement.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date