



Upper New York Conference

The United Methodist Church

To live the Gospel of Jesus Christ and to be God's love with our neighbors in a

MAINTENANCE SUPERVISOR

JOB POSTING

The Maintenance Supervisor working with maintenance personnel ensures facilities and equipment are safe, clean, orderly, and functional. The Maintenance Supervisor reports to the Director of Casowasco Camp & Retreat Center. The Maintenance Supervisor covers a wide range of responsibilities including but not limited to the following.

Administrative Responsibilities

- a. Day-to-day operation of buildings, grounds, and equipment through the supervision of maintenance staff
- b. Plan and assign work schedules
- c. Assign routine tasks to maintenance personnel
- d. Provide demonstration and assistance as needed
- e. Maintain data entry of Lodge Pole software concerning major improvements, repairs, and expenditures in conjunction with the Director of Camp & Retreat Ministries

Maintenance Responsibilities

- a. Lawn mowing and trimming
- b. Snow and ice removal and control
- c. Servicing of vehicles and equipment
- d. Servicing of electrical, plumbing, and mechanical facilities
- e. Road maintenance and repair
- f. Washing of vehicles and equipment
- g. Operation of assigned equipment (*when qualified)
- h. Cutting of firewood
- i. Painting of buildings and equipment
- j. Minor repairs of equipment and facilities
- k. Assisting with various food service related tasks as needed
- l. Delivering audio-visual and other programmatic equipment between buildings

Custodial Responsibilities

- a. Cleaning of facilities (i.e. washing windows, dusting, resetting furniture, sanitizing rest rooms, etc.)
- b. Cleaning of floors through appropriate techniques (i.e. sweeping, vacuuming, mopping, etc.)
- c. Refuse collection

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Emergency Maintenance Responsibilities

- a. Resolving plumbing issues (i.e. plugged toilets, etc.)
- b. Cleaning up spills (i.e. bodily fluids, vehicle fluid leaks, etc.)
- c. Repairing damage to facilities (i.e. broken step, broken window, etc.)

Other Responsibilities

- a. Report on general condition of buildings, grounds, and equipment
- b. Substitute for other staff on days off or for emergencies
- c. Participate as a member of the camp staff team to deliver and supervise special events and camp functions
- d. Contribute to verbal and written evaluations and communication as requested
- e. Assist in all other matters as directed by supervisor
- f. Other duties as assigned.

Qualifications

Experience and Background

- Must be 21 years of age
- Desire to work in the maintenance department
- Ability to use basic hand tools
- Possess basic mathematical skills (addition, subtraction, multiplication, and division)
- Possess valid driver's license with clean record

Education

- High School diploma or equivalent
- First Aid and CPR Certification preferred
- New York State Public Vessel License preferred

Technical Expertise: Shall be proficient in at least three and familiar with all the applied skill areas of:

- Electricity
- Plumbing
- General carpentry
- Grounds keeping
- HVAC
- Industrial cleaning/janitorial work
- Equipment and vehicle maintenance and repair

Theological Understandings: Ability to contribute positively as part of a worship community and to support the Discipline of The United Methodist Church as well as the policies of the UNY Conference. Knowledge of, or ability to learn the structure of The United Methodist Church.

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Other Essential Functions

- Must be able to pass a background check
- Must submit health history record and examination form prior to employment
- On-site housing may be provided at the convenience of the employer
- Knowledge and ability to use universal precautions in cleaning up body fluids

Physical Requirements

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff
- Ability to lift and carry at least 50 lbs for tasks such as unloading food, operating string trimmers, etc.
- Ability to reach over head to change light bulbs, smoke detectors, etc.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
- Requires eye-hand coordination and manual dexterity to manipulate and operate maintenance equipment according to safe, recommended methods
- Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more), bending, and stooping