

Lutherhaven Ministries

Maintenance Assistant



Job Title: Maintenance Assistance
Classification: Seasonal Exempt from Overtime
Reports to: Shoshone Director or Lutherhaven Site Director

Position Purpose:

Under the direction of the Full Time Directors, assist in the 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. Maintain camp grounds
 - Operate necessary grounds care equipment such as mower, tractor, chain saws, etc., in safe and efficient manner.
 - Be aware and make necessary changes to hazards found on camp grounds.
2. Assist in the repair of buildings and facilities.
 - Make minor repairs as needed
3. Perform janitorial and general maintenance duties
 - Sweep, scrub, wax floors, wash windows and screens, put up and take down screens and storm windows – repair same.
 - Dispose of trash and waste. Manage recycling.
4. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as Lutherhaven Ministries standards.
 - Assist with emergencies on physical plant and site.
 - Assist in conducting initial and end-of-season inventory
 - Store equipment for safety.
 - Follow schedule for checking physical plant and equipment for safety, cleanliness and good repair.

Other Job Duties:

Duties may include setting up for special events, locating and delivering equipment and other duties as assigned. Serve 3 weekends during the summer, as scheduled with the Summer Program Director.

Relationships:

Maintain regular and varied communication with other staff, guests and volunteers. Maintenance Assistants can find themselves under the direction of other Full Time Directors.

Equipment Used:

Vehicles, Saws, Ladders, Drills, Trailers, Power Tools, and Nail Guns and other equipment typically found in maintenance type settings.

Qualifications: *(Minimum Qualifications and experience)*

- Affirm Lutheran Christian values and strongly support the goals of Lutherhaven Ministries.
- A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business preferred.
- Current certification in first aid and CPR is desirable.
- Valid and current drivers license with clean driving record a must.
- Must complete a voluntary disclosure statement, submit to Federal criminal background checks, provide personal references, and agreed to abide by all Lutherhaven Ministries policies.

Knowledge, Skills, and Abilities:

- Ability to work on a team, relate and work well with others.
- Self starter and organizer.
- Ability to accept guidance, direction and supervision.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.

Physical Aspects of the Position:

- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- Ability to walk, stand, bend and stretch
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Ability to safely and properly use power tools and equipment
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).
- Physical ability to withstand prolonged periods of standing, some bending, stooping, walking up to ¼ to ½ mile or more up and down hills.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities and with daily exposure to the sun, rain, temperatures from below freezing to above 100 degrees, and animals such as bugs, snakes, bats, deer, etc.