



JOB TITLE: Maintenance Assistant

SUPERVISED BY: Maintenance Coordinator

POSITION OVERVIEW:

The Maintenance Assistant will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus being assisting the Maintenance Coordinator in the maintenance and the upkeep of all buildings, grounds, vehicles, equipment and facilities on camp, including executing the daily tasks of the maintenance department and the completion of construction and special projects. Primary responsibility will be general maintenance, but will also include grounds and equipment maintenance as needed.

GENERAL QUALIFICATIONS:

This ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with Covenant Harbor's mission and vision.
- Be an effective verbal and written communicator.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome, safe, and accepted.
- Experience working in camp ministry.
- Have knowledge and experience with year round camping.
- Must be organized and able to manage several tasks at once.
- Thrive under pressure in an ever-changing environment, have a strong work ethic, and maintain a positive "can do" attitude.
- Be professional, flexible, attentive to details, and able to work with minimal supervision.

Additional desired skills or experience:

- Conversational abilities in Spanish
- Certified lifeguard and/or boat driving experience
- Current first aid and CPR

EDUCATION AND TRAINING REQUIREMENTS:

- A high school degree or higher
- Experience in the building maintenance, including working knowledge of the following: carpentry, electrical systems, basic plumbing, basic HVAC, and machinery
- A valid driver's license and a clean driving record
- Computer knowledge and experience in the use of Microsoft Office and Google Suite. An aptitude and willingness to become proficient in CampBrain and other database management systems.

SPECIFIC DUTIES:

Under supervision of the Maintenance Coordinator and working in cooperation with maintenance staff and other Covenant Harbor staff, the following are responsibilities for this position:

A. **Building and Systems Maintenance**

- Assist in maintaining the buildings and their systems to the standards set forth in the Maintenance Handbook
- Perform repairs and upgrades in a variety of different areas, including electrical, plumbing, carpentry and HVAC
- Address the needs of the other departments and safety issues reported by other departments, as directed by the Maintenance Coordinator through both verbal instruction and the work order system

B. **Grounds**

- Work with the Grounds Specialist in maintaining the grounds, landscaping, roads, parking areas and trails of the camp in a safe and well-groomed state, as outlined in the Maintenance Manual
- Assist in seasonal activities, such as plowing, shoveling, leaf clean up, mowing and tree trimming

C. **Equipment**

- Work with the Maintenance Coordinator to keep all equipment operating in good condition, including power tools, gas and electric-powered equipment, vehicles and boats

D. **Volunteers**

- Assist to prepare projects, materials, and tools for volunteer workers.
- As needed, work with volunteer workers when on-site.

E. **Greater Covenant Harbor Ministry**

- Be a positive, helpful and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor's resources.
- Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The duties of this position are conducted both indoors and outdoors in all seasons involving a fluid work schedule, some weekends, and on-call work time for emergencies and snow removal. Balancing guest and staff needs, projects, and prioritized work orders demand flexibility. Work is performed in a variety of environments with some of the time spent outside during all four seasons and at night. There is frequent exposure to a variety of weather conditions, as well as dirt, sand, and salt. Work is also required in confined spaces at times, such as attics and closets. Must be able to work with power equipment that might produce loud noise, exhaust and vibration. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Exceptional stamina is required since the camp environment requires long days during certain times of the year. This position requires considerable physical activity, including walking 3-7 hours per day and/or standing 1-3 hours per day; lifting objects exceeding 50 pounds and pushing objects weighing up to 100 pounds a short distance; climbing and working off of ladders and scaffolding; and activities requiring twisting and bending. Fine motor skills are frequently required in the maintenance functions. 20/20 adjusted vision is required as is the ability to discern red/green and blue/violet colors.

SALARY & BENEFITS:

Type of Position: Full time hourly, year-round

Benefit Package: Eligible for paid vacation days, long term disability, life insurance, and health/dental/vision insurance for employee