

Yosemite Bible Camp

Lead Camp Caretaker – Yosemite Bible Camp (YBC)

BASIC FUNCTION:

Under the direction of an assigned YBC Board Member, implement and maintain various facilities and equipment management schedules and systems, serve as project manager as assigned; oversee the work of contractors; coordinate maintenance and repair of Yosemite Bible Camp as assigned; ensure facility meets standards required by Madera County; prepare associated documentation; assist in the coordination of maintenance and operations work requests, schedules and accounts; collaborate and communicate with Board Members and Camp Directors: and maintain and process camp related documents.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Attend and participate in assigned meetings, committees, and/or special events.
- Collaborate with assigned supervisor to plan schedule of maintenance and repair, research and evaluate the efficiency of the set schedule; ensure effective communication with designate Board member; and assist in the development of policies and procedures.
- Communicate with Board designee, members of the board, Camp Directors, members of the public, Madera County Inspectors, and outside Contractors to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, facilities projects; camp operations and any other issues that arise.
- Develop and comply with watering schedule of lawn and related to dust control in concert with the Camp Director or designee.
- Comply with schedules, policies, regulations, procedures, orders, and directives as set forth by the YBC Board.
- Conduct on-site inspections for maintenance and needed repairs for all YBC facilities as specified by assignment and set policy.
- Develop, maintain, and analyze spreadsheets and documentation related to facility inventory, key control, maintenance schedules, camp assets, fire and life safety systems, water systems (including well operations), swimming pool, safety plans and other facility related issues.
- Ensure each camp provides proof of appropriate liability insurance, lifeguard certification (when applicable), and safe food handling certification.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.

- Maintain a safe work environment.
- Monitor the phone and collect mail on a daily basis and forward to corresponding camp Board member and/or Camp Director when necessary.
- On call for any and all maintenance needed; keep supplies stocked and available at all times (Paper towels, hand soap, toilet paper);
- Oversee outside contractors on construction projects, ensure compliance with applicable laws, rules, codes, specifications, and other related regulations; visit work sites with prospective contractors and maintain supervision through completion of each project.
- Oversee work with vendors for maintaining and repairing facilities; ensure timeliness and quality of contractor work; coordinate the purchasing and disposal of equipment, including bid processes; obtain quotes and bids for facility and maintenance construction projects.
- Process, submit, and ensure closure of property insurance claims.
- Record and refer requests for use of the facilities to the Board Designee.
- Respond to emergency situations including but not limited to fire alarms and other situations, protect and prevent loss or further damage to YBC property after hours and on weekends, as needed and as specified by Board Designee.
- Operate a variety of equipment, including but not limited to tractors, lawn mowers, chain saws, weed eaters, power tools, in addition to office equipment.
- Responsible for the security of the camp property at all times.
- Serve as a liaison between designated Board Members and Camp Directors as required.
- Serve as a technical resource concerning facilities, equipment, repair and maintenance of all YBC facilities.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.
- Work with Camp Directors to orient, monitor, ensure compliance of requirements related to checking into, use of the facilities and checking out of YBC facilities.

OTHER DUTIES:

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, at times using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate safety precautions and procedures.
- Basic first aid practices.
- Basic use and maintenance of power tools including but not limited to tractors, lawn mowers, chain saws, weed eaters, power tools, refrigeration, ice makers, ovens, stoves, and water & sewer systems Knowledge of building management systems.
- Local, county requirements, state and federal laws, codes, regulations and requirements.
- Operations, policies and objectives as related to operations of the camp and assignment.
- Policies and procedures applicable to facilities management, maintenance, repair and purchasing..
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- Safety and health practices and universal precautions when administering first aid.
- Technical aspects of field of specialty.

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Analyze situations, draw conclusions, and make recommendations.
- Coordinate activities with outside vendors and church members to ensure smooth facilities operations.
- Maintain a high degree of organization.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Respond to emergency facility-related calls after hours and on weekends.
- Work flexible hours.
- Administer First Aid.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing with parents, staff, community and program administration.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards.

- Supervise, train, guide others in the maintenance and repair of facilities and equipment.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- A minimum of two years' experience working in maintenance and operations, or the ability to demonstrate the skills necessary to complete basic maintenance and repair of facilities and equipment of the camp.
- Compensation for the position will depend upon experience.
- No health care benefits will be provided.

LICENSURE AND OTHER REQUIREMENTS:

- Valid First Aid and CPR.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California law.
- This position requires a pre-placement medical assessment (paid for by YBC) at a clinic selected by the board. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Indoor and outdoor environment with varying temperatures throughout the year.
- Regular exposure to fumes, dust and odors.
- Regular interruptions.
- Small and large groups of people.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate equipment provided and rented by the camp.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty five (25) pounds and occasionally lift and/or move up to seventy five (75) pounds or more with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

Contact with blood and other body fluids.

- Working with heavy equipment
- Working with power tools
- Exposure to extreme cold and heat.
- Potential exposure to poison oak.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

BOARD APPROVED:

Effective: October 1, 2018