

# Rocky Mountain Conference of Seventh-day Adventists

*Knowing Christ and Making Him Fully Known*

## Job Description

Position Title:	Maintenance Director
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Camp Director / GVR Manager
Supervisory Responsibilities	Maintenance Staff
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	December 5, 2017

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*The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.*

*The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.*

## Job Summary

The Maintenance Director ensures the successful operation of the GVR Summer Camp program by overseeing the Maintenance Crew and assuming responsibility for the cleanliness, order, and functionality of the Ranch and Summer Camp facilities.

## Duties and Responsibilities:

- Perform maintenance and care on camp buildings, vehicles, and other projects as directed by the Ranch Manager or requested by the Camp Director.
- Supervise the camp maintenance workers and other camp staff assigned to work projects during the summer.
  - Take responsibility for the work produced by maintenance workers
  - Report any personnel issues to the Camp Director
- Assume responsibility for ranch and camp tools, equipment, maintenance supplies, and vehicles
  - Maintenance
  - Storage
  - Inventory
- Meet as needed with the Assistant Camp Director to maintain project list for camp staff.
- Drive vehicles in safe and responsible manner.
  - Obey all traffic laws both in and out of camp.
  - Ensure that all of the camp staff follow these instructions
- Keep the grounds and roads in good condition.
- Make repairs to buildings and equipment as needed.
- Make periodic inspection of all camp facilities.
- Go to the office at least once a day to check and see if there are any maintenance requests.
- Orientate the entire staff as to tool checkout and maintenance requests.
- Assist with the set-up and tear down of outdoor meals
- Assist with Sunday Registration as needed
- Assist with starting and putting out campfires as needed.

## JOB DESCRIPTION—GVR SUMMER STAFF, Maintenance Director

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- Assist with the set-up and tear-down of outdoor camp activities and events, including, but not limited to:
  - Rodeo
  - Pool/Lake Olympics
  - Carnival
  - 4<sup>th</sup> of July Festivities
  - Concerts
- Ensure that all camp vehicles have written evidence that a regular maintenance program is followed (ACA Standard TR-15).
- Each time that a vehicle is fueled, check and document the following items according to ACA Standard TR-15:
  - All lighting systems
  - Lubrication systems
  - Exhaust system
  - Transmission
  - Braking system
  - Tires and horn
  - Cooling system
  - Steering system
  - Windshield and wipers
  - Suspension system
  - Oil level
- Participate in the after supper recreation period as time allows
- Perform any additional summer camp related duty as assigned by the Assistant Camp Director, Camp Director, GVR Manager, or RMC Youth Director.

### **Performance Factors:**

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents, etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

### **Qualifications/Requirements:**

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Hold certifications or documented training in a related field from a recognized organization
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
  - Planning/organizing
  - Analytical
  - Critical thinking
  - Time and organizational management

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## Typical Physical Demands:

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and may be required to lift up to 40 pounds. The employee is required to use stairs. The employee must be familiar with and capable of operating electric and pneumatic power tools such as saws, drills, and impacts. The employee must be able to operate heavy machinery such as tractors, front loaders, and skidsteers

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, or kneeling. Tasks are performed in a variety of locations and conditions around the Ranch, including the camp including the camp auto shop, wood working shop, lodge, outdoor amphitheater, and various other outdoor locations. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge, longhouse, and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

**Please Note:** The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

## Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

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Signature

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Date