

<p>Position Description Hanging Rock Christian Assembly</p>

Title:	Maintenance Director
Purpose:	To provide a well-groomed and safe environment in all aspects of the Camp Property. Has an understanding that this is a ministry and relationships with our supporting churches are important.
Reports to:	Executive Director
Wage:	Salary - Negotiable with experience
Time Off:	Refer to policy manual
Certification:	Must maintain Wastewater Certification Class 1

Main Responsibilities:

- a. Maintain camp-grounds (lawn, shrubs, trees, roads, lighting, playground, recreational area, picnic area, trash collection, picnic tables, benches, campfire areas, creek area, trails and pond).
- b. Maintain water/waste plant
- c. Oversee all swimming pool operations, equipment and upkeep
- d. Oversee lifeguards
- e. Maintain **all** buildings (construction, electrical, plumbing, new construction, heating, cooling, refrigeration)
- f. Maintain Safety Equipment. (smoke detectors, fire extinguishers)
- g. Maintain all camp vehicles & equipment. (Ensure good & safe operational condition & order bulk fuel)
- h. Provide preventative maintenance on all buildings, equipment and vehicles.
- i. Provide a monthly written report for the Executive Director. Describe jobs performed, upcoming projects with cost and estimates when applicable.

Miscellaneous Responsibilities:

- a. Keep inventory & order maintenance equipment.
 - b. Recruit and oversee volunteers for various projects of campgrounds
 - c. Plan and oversee any and all work days
 - d. Be available to be on call as needed for summer programs and retreats
 - e. Assist with training on recreational elements.
 - f. Help water and feed horses.
 - g. Help maintain recreational elements. (Zip line, Giant Swing, Rock Wall, Repelling and Low Ropes.
 - h. Assist Event Coordinators during summer camp and all other camp functions with any needs they may have
 - i. Help with setup and tear down for all events, rental groups and summer camps
 - j. Continually be in search of methods to implement that are more cost effective
 - k. Any other duties as assigned by Executive Director
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